THE COUNCIL OF THE COLLEGE OF THE BAHAMAS

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Mrs. Elma Garraway            Mrs. Arlene Nash-Ferguson
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Council Members are appointed annually by The Governor General

THE COLLEGE OF THE BAHAMAS SENIOR ADMINISTRATORS

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THADDEUS MCDONALD, Dean of Education and Liberal Arts
CHAPTER 1

OVERVIEW OF THE COLLEGE OF THE BAHAMAS

ESTABLISHMENT

The College of The Bahamas is a publicly supported tertiary level educational institution which was founded to be a source of academic and intellectual leadership in The Commonwealth of The Bahamas and to educate and train Bahamians for the purposes of self-fulfilment, productive work and nation building. Established by an Act of Parliament in 1974, The College of The Bahamas was created through the merging of The Bahamas Teachers’ College, The San Salvador Teachers’ College, The C.R. Walker Technical College and the Sixth Form Programme of The Government High School. The institution opened its doors for classes in September 1975.

The College of The Bahamas stands at the apex of the Bahamian educational system and is intended to be the primary vehicle through which the higher education, research and public service needs of the country are met. It seeks to fulfill that responsibility through the provision of relevant programmes of study leading to qualifications up to and including the Bachelor’s degree in a range of academic and professional fields, through the conduct of research and through involvement in community service.

As a national establishment, the institution serves a wide and diverse population drawing its clientele from all levels of Bahamian society and from throughout the islands of the archipelago. Admission is offered to a limited number of foreign students.

The College of The Bahamas Act was revised in 1995. The revised act advanced to the organisation greater financial autonomy, opened up its organisational structure, gave it authority to grant degrees and empowered it to seek and receive private funding.

GOVERNANCE

The general responsibility for the educational policy and administration of The College is vested in a College Council. The Council consists of The College’s President, two public officers, a student, a faculty member, President of the Alumni Association of The College and five persons representing other relevant sectors of the economy.

The Academic Board, subject to the direction of the Council, is responsible for the academic administration of The College. The Board is made up of the Vice President, Academic Affairs, Dean of Business, Hospitality and Tourism, Dean of Pure and Applied Sciences, Dean of Education and Liberal Arts, Chairpersons of the various Schools, a representative from the office of Research, Planning and Development, a representative from The College of The Bahamas Union of Students (COBUS), a representative from The Union of Tertiary Educators of The Bahamas (UTEB), the Vice President of Student Affairs, the Director of Libraries and Instructional Media Services and the Director of Counselling and Health Services.

ACADEMIC STRUCTURE

The instructional programme of The College is administered through three faculties and nine schools. The Faculty of Education and Liberal Arts comprises the schools of Education, Communications and Creative Arts, English Studies and Social Sciences. Included in the Faculty of Business Hospitality and Tourism Studies are the Schools of: Business, Hospitality and Tourism Studies and the Centre for Entrepreneurship. The Schools of Natural Science and Environmental Studies, Nursing and Allied Health Sciences and Technology make up the Faculty of Pure and Applied Sciences.

The number of students enrolled at The College each semester is usually about 4,000. About one half of these students attend the College on a part-time basis.

CAMPUSES AND CENTRES

The Oakes Field Campus

The College of The Bahamas was initially located on two campuses: The Oakes Field Campus situated in The Bahamas Teachers’ College buildings in Oakes Field, and The Soldier Road Campus occupying the premises of the former C.R. Walker Technical College. In September 1976, The Oakes Field Campus was moved to the site vacated by The Government High School.

In the summer of 1984, The Soldier Road activities and personnel were relocated to Oakes Field resulting in that campus becoming the main
campus. Facilities at the Oakes Field Campus include the buildings vacated by the Government High School, which consist of the A, C, D, F and S Blocks; the Education (E) Block constructed in 1980/81, and the Liberal Arts (G) Block constructed in 1987. In addition, the buildings which house the Schools of Technology and Business were constructed in 1985. These were designated the T and B Blocks. The Student Union Building was constructed at the same time.

**The Bahamas Tourism Training Centre**

As a result of the amalgamation of The Bahamas Hotel Training College (BHTC) and The College of The Bahamas in the Fall of 2000, the campus and buildings formerly occupied by BHTC, and known as the Bahamas Tourism Training Centre, were transferred to the School of Hospitality and Tourism Studies. That complex also facilitates the University of The West Indies Hotel Management Programme, the LLB programme and classes of the Eugene Dupuch Law School.

**The Grosvenor Close Campus**

Nursing Education and other health related programmes were transferred from The Ministry of Health to The College of The Bahamas in 1991. The actual building known as The Bahamas School of Nursing was also transferred and renamed The Grosvenor Close Campus. (GCC) This satellite campus presently houses the School of Nursing and Allied Health Sciences and the Court Reporting programme.

**The Base Road Business Centre**

In order to satisfy the growing demand for places The College was obliged to seek temporary lodgings in rented facilities in the surrounding area. Located on Nassau Street one block north of the main campus the Base Road Business Centre (BRBC) houses the offices of Natural Sciences and Environmental Studies faculty as well as three lecture theatres and one computer laboratory. BRBC is also home to Public Relations and Alumni Affairs and The Centre for Entrepreneurship.

**The Centre for Entrepreneurship**

The Centre for Entrepreneurship (CFE) at The College of The Bahamas was established by the Council of The College in 1997. Intended to facilitate, support and encourage entrepreneurship and new enterprise growth throughout the country, CFE provides advice and counsel regarding programme offerings, strategies for implementation and developmental opportunities. CFE maintains close links with the Dingman Centre for Entrepreneurship at The University of Maryland.

Further information may be obtained from:

*The Director of The Centre for Entrepreneurship*  
*Base Road Business Centre*  
*Nassau Street*  
*Nassau, Bahamas*

**The Centre for Continuing Education and Extension Services**

The Centre for Continuing Education and Extension Services (CEES) is located on Moss Road west of The Clarence Bain Building. As the vehicle through which opportunities of The College are extended to the wider community, CEES offers courses and programmes in personal, professional and paraprofessional development as well as in academic upgrading.

**The Research Unit**

An important objective of The College is to contribute to national development efforts through research. The Research Unit was established in 1992 to co-ordinate The College’s initiatives to effect this objective: Its specific concerns relate to:

- the promotion of research-based policy and programme development
- the co-ordination and development of research initiatives
- the co-ordination and development of research capabilities
- the effective dissemination of research findings
- the nurturing of the local intellectual climate

The establishment of the Research Unit by The College gave force to The Government’s intention expressed in Focus on The Future, that the national college would function as the research centre for The Bahamas.

**The Northern Campus**

The Northern Campus of The College of The Bahamas is situated in the centre of the Freeport commercial area, less than ten minutes drive from the airport. The campus caters mainly to part-time students pursuing Bachelor Degrees in Education and Business, Associate Degrees in Accounting, Business Management, upgrading in mathematics and English for adults, and a full college
A preparatory programme. A Diploma in Education is offered for graduate teachers and programmes in Hospitality Studies are also available at this campus.

In conjunction with The Centre for Continuing Education and Extension Services, The Northern Campus offers a number of general interest courses. All academic offerings are done in collaboration with the respective teaching divisions at the main campus in New Providence.

The campus has a modest library and computer centre and is continuously expanding its programme offerings. Students entering the several programmes must fulfil normal COB entry requirements. Students desiring transfer from the Northern Campus to Nassau can usually be accommodated.

**Exuma Centre**

The Exuma Centre which operates out of facilities with the Ministry of Education's Resource Centre and provided by the Benjamin Foundation, is located just outside of George Town, the island's capital. The centre began in 1993 as an experiment to upgrade a group of adults to the level of college entrance. The Associate Degree in office Administration was launched in 1995 and the Bachelor of Education for serving teachers was introduced as a one time initiative in 1997.

The main thrust of the Centre is facilitating upgrading opportunities to the level of college entrance and enabling the pursuit of general interest courses in the areas of professional and personal development. Academic programmes offerings beyond upgrading are influenced by considerations of class size and resource availability. The Centre’s embryonic library along with the Internal connection at the Resource Centre supports the research needs of the relevant programme.

**The Bahamian Field Station**

The Bahamian Field Station, internationally known for its field studies and research activities in archaeology, biology, marine science and geology, is administered by The College of The Bahamas. Located on the shores of Graham's Harbour, San Salvador, Bahamas the station has extensive facilities capable of housing up to 150 students and 50 faculty in comfortable accommodations. A popular among American universities, COB and local schools are now making increasing use of the Station’s facilities. Several scholarships are offered for Bahamian students to attend courses at the Station. Interested persons should contact the **Vice President, Research, Planning and Development** at The College. All other inquires about the Station should be directed to:

**The Executive Director**  
**Bahamian Field Station**  
**San Salvador**  
**THE BAHAMAS**

**The Bahamas Environmental Research Centre**

Located in Central Andros, The Bahamas Environmental Research Centre (BERC) is an evolving environmental research and teaching facility. A collaborative venture, the centre brings together the efforts of George Mason University in Fairfax, Virginia, The College of The Bahamas and the Ministry of Education. The station provides field experiences for students and researchers mainly from George Mason University and The College of The Bahamas. Although non-residential, arrangements are made to house participants in nearby facilities. Interested persons should contact: **The Vice President, Research, Planning and Development**

**PARTNERSHIPS**

The College maintains ongoing relationships with local businesses and industry organisations, government ministries and community agencies. Representatives of these entities and of the professions serve on The College’s many programme advisory committees, and through this involvement they assist in planning and monitoring the institution’s work. Its extensive network of relationships enriches The College’s capacity to serve the interests of students. Programmes in banking, nursing and environmental health, social work and public administration are offered in conjunction with, respectively, The Bahamas Institute of Bankers, The Ministry of Health, The Department of Social Services, and The Ministry of Public Personnel. The College’s co-operative education programme both profits from and strengthens these relationships.

**INQUIRES AND CORRESPONDENCE**
CHAPTER 2

ADMISSION REQUIREMENTS,
APPLICATION PROCEDURES,
STUDENTS RIGHTS AND
RESPONSIBILITIES

GENERAL

In general, admission to The College of The Bahamas is open to two categories of individuals:

1. Persons who completed grade 12 of the Senior Secondary School, or fifth form of High School.

2. Mature adults - admission is determined more by potential than earlier school standing.

Admission to The College is not an automatic admission to all courses or programmes. Some college courses and programmes have specific requirements in addition to the basic standards listed below. Individual course and programme descriptions should be consulted for details. Subject passes received in the General Certificate of Education programme (henceforth denoted by GCE) or in The Bahamas General Certificate of Secondary Education (henceforth denoted by BGCSE) must be with a 'C' grade or better.

For the purpose of admission, college-level placement in English Language and mathematics in the College Entrance/Placement Examination are considered as equivalent to GCE Ordinary Level passes or BGCSE in these subjects.

ADMISSION CRITERIA

1. BACHELOR DEGREE PROGRAMMES

The College is currently developing Bachelor degree level (four-year) programmes in a number of subjects. In general the entry requirements for these programmes are the same as the requirements for entry to the Associate Degree programmes. An Associate Degree will be required for entry to the third year of Bachelor programmes.

Applicants will be required to complete the relevant deficiencies prior to beginning the upper level courses.

Additional information on Bachelor Degree Programmes may be obtained from the relevant School or the Office of Admissions.

2. ASSOCIATE DEGREE PROGRAMME

The Associate degree normally requires two years of post-secondary schooling. Its aim is to provide a good general education which will fulfil the requirements for university transfer and enable entry into a career in education, industry, business or nursing.

2.1 In order to meet the academic requirements needed for acceptance to the Associate Degree programmes, the applicant must satisfy one of the following seven criteria listed below.

Minimum Criteria

2.1.1 Applicants must have five BGCSE/GCE or the equivalent passes including English and mathematics. However, the following categories of applicants will also be considered.

Note: Candidates who have BGCSE/GCE passes in subjects other than English and mathematics or whose passes only include one of these subjects, must pass the deficiency subject(s) at the College Preparatory level in the College's Entrance/Placement Examination.

Applicants with:

2.1.2 Three BGCSE/GCE or the equivalent passes in subjects other than English and mathematics, plus college-level placement in English and mathematics in the Entrance/Placement Examination.
2.1.3 Four BGCSE/GCE passes including English and mathematics.

Note: Where a Natural or Social Science subject is not included, applicants must complete either the College Preparatory Natural and/or Social Science course.

2.1.4 An acceptable High School Diploma and transcript with a ‘B’ average for the final two years of high school plus college-level placement in English Language and Mathematics in The College’s Entrance/Placement Examination or Scholastic Achievement Test (SAT) scores in at least the 1,000 range.

2.1.5 Successful completion of a relevant College of The Bahamas pre-college level programme with at least a ‘C’ average.

2.1.6 Mature Student Status.
Mature student status requires the applicant to:

i) be at least twenty-five years old;

ii) have been out of school for at least five years;

iii) have a minimum of three years work experience; and

iv) place at college-level in English Language and mathematics in The College’s Entrance/Placement Examination.

2.1.7 Transfer Student Status.
Transfer student status will be awarded to students, who are in good academic standing, at an accredited tertiary level institution. Applicants must have completed a minimum of fifteen transferable college level credits into anticipated programme with ‘C’ grades and above.

3. ASSOCIATE DEGREE NURSING PROGRAMMES

Admission requirements are the same as for the Associate Degree programme and include a personal interview.

4. ASSOCIATE DEGREE IN HOSPITALITY

Admissions requirements are the same as for the Associate Degree programme and include a personal interview.

5. COLLEGE PREPARATORY PROGRAMME
(Available in Exuma, Grand Bahama and through the Centre for Continuing Education & Extension Services)

Applicants who have not obtained the necessary qualifications for direct entrance to Associate Degree programmes may achieve this college level status by successfully completing the College Preparatory or Pre-Technology Programme.

Applicants for admission to Associate Degree programmes may be considered for acceptance to these programmes provided they fulfil all of the following conditions:

Applicants must have:

i) a minimum of five BJC subjects (including a pass in English Language) obtained at no more that two sittings; or Grade Level Assessment Test (GLAT) scores at the eighth or ninth grade levels in the average range for all subjects; or SAT scores of not less than 600;

ii) at least College Preparatory placement in English Language and mathematics in the College’s Entrance/Placement Examination;

iii) completed grade 12 or fifth form of a secondary/high school;

iv) attained the age of sixteen years;

v) Bahamian citizenship

6. PRE-TECHNOLOGY PROGRAMME
(For Technology applicants)

Applicants to the Pre-Technology Programme must have:

I. a minimum of five BJC subjects (including a pass in English Language) obtained at no more that two sittings; or Grade Level Assessment Test (GLAT) scores at the eighth or ninth grade levels in the average range for all subjects; or SAT scores of not less than 600;
II. at least College Preparatory placement in English Language and mathematics in the College’s Entrance/Placement Examination;

III. completed grade 12 or fifth form of a secondary/high school;

IV. attained the age of sixteen years;

V. Bahamian citizenship

Note: Mature candidates who do not have the minimum academic qualifications listed above will be considered for admission. For this programme Mature Student Status requires the applicant to be at least twenty-three years of age. The remaining requirements for Mature Student Status are the same as outlined in 2.1.6.

7. PRE-COLLEGE CERTIFICATE PROGRAMMES

7.1 Admission requirements are the same as for The College Preparatory programme (see 5), except where indicated differently below.

7.2 Certificate in Music

Applicants are exempted from the requirements of 2 (i), however, they must also fulfil all of the requirements below.

i. Passes in Royal School of Music or Trinity College of Music examinations (Theory and Practical) Grade 4.

ii. A personal interview.

7.3 Certificate in Art

Applicants are exempted from the requirements listed in 4 (i) however, they must also fulfil all of the requirements below.

i) Review of portfolio.

ii) A personal interview.

7.4 Pre-school Auxiliary

Applicants are exempted from the requirements in 2 (i) however, they must have a minimum of 3 BJC’s or the equivalent including English and mathematics.

7.5 Certificate in Physical Education

The seven BJC’s should include mathematics, English Language and general science.

8. COLLEGE LEVEL CERTIFICATE PROGRAMMES

Admissions requirements are the same as the Associate Degree programme (see 2.1.1 through 2.7.1).

9. ADVANCED CERTIFICATE PROGRAMMES

The following categories of applicants will be considered for admission:

9.1 Graduates in the relevant disciplines from a recognised tertiary level institution at the Associate Degree level or above.

9.2 Transfer students majoring in relevant disciplines, in good academic standing at tertiary level institutions who completed more than fifty-nine college level credits.

9.3 Persons with at least eight years continuous work experience in a relevant agency. Three of those years must have been spent in a supervisory capacity.

Note: (i) Applicants in 8.3 must have college-level placement in English Language and mathematics in The College’s Entrance/Placement Examination.

(ii) A personal interview is required for all applicants.

10. COLLEGE DIPLOMA PROGRAMME
10.1 School of Education Diploma in Education Programme

Applicants must have an Associate or a Bachelor’s Degree with a major in a suitable teaching subject area.

AUDITORS

Auditors are permitted only in a limited number of courses. Students regularly registered at The College may apply to the relevant Dean for permission to attend classes as auditors.

Applicants may be approved to attend classes as auditors under the following conditions only if space is available in the class. This means that normally auditors are not admitted until the close of registration in a course. Regular credit students are given priority over auditors.

Auditors are accepted in classes with the following understanding:

a) Auditors are not required to turn in any papers.

b) Auditors are not permitted to take any examinations.

c) No grade or credit is given.

d) No transfer from audit to credit status or the reverse is permitted.

FOREIGN APPLICANTS

Foreign applicants must obtain the permission of the Bahamas Immigration Authorities to reside in the country while they study at The College of The Bahamas. Completed Immigration forms and supporting documents are to be submitted to The College along with the completed College application. Foreign applicants, who already have Immigration permission to reside and/or work in The Bahamas, must submit a copy of their permit.

Foreign applicants can contact the Admissions Office to get information on the academic certificates considered from certain countries.

HOW TO APPLY FOR ADMISSION

If you are now a student in the fifth form, or in Grade 12 or 13 in a Secondary School, and you are planning to attend The College of The Bahamas, it is suggested that you discuss these plans with your school guidance counsellor or teacher.

Mature students, high school graduates or others are invited to apply directly to The College.

a) Secure an Application for Admission from any of the following:

i) The Admissions Office
   The College Of The Bahamas
   Oakes Field Campus
   P.O. Box N-4912
   Nassau, Bahamas

ii) The College Of The Bahamas
    Northern Bahamas Campus
    West Settlers Way
    P. O. Box F-42766
    Freeport, Grand Bahama

iii) The Guidance Department of your high school.

b) Complete the application form.

c) Send this form with an application fee of $20.00 to:

  Director of Admissions
  The College of The Bahamas
  P. O. Box N-4912
  Nassau, Bahamas

Note: Students transferring from other institutions are required to send an official transcript to The College.

The office of Admissions staff and faculty advisors are available, by appointment to prospective students.

ADMISSIONS DEADLINES

Applications must be received by:

- The end of the first week (the Friday) in February, if you intend to begin classes in the FALL SEMESTER (September).
• The last Friday in September, if you intend to begin classes in the SPRING SEMESTER (January).

TRANSFER CREDITS

1. STATEMENT ON POLICY INTENT

The purpose of the policy is to enable credits to be awarded to students for relevant work done at an accredited or otherwise recognised institution.

Note: For the purpose of this policy:
(a) “Accredited institution” refers to those institutions (or professional programmes) whose accrediting bodies are recognised by the Council for Higher Education Accreditation (CHEA).

(b) “Recognised institution” refers to those institutions, outside the USA, whose educational standards are recognised by their national government, national accrediting agencies or approved regional organisations.

Note: The “credit hour” is the unit used for the bookkeeping of a student’s learning. These units may either be in quarter or semester hours. Institutions such as COB which use the semester system, use the following “credit conversion”:

<table>
<thead>
<tr>
<th>Quarter Hours</th>
<th>Semester Hours Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.6</td>
</tr>
<tr>
<td>2</td>
<td>1.3</td>
</tr>
<tr>
<td>3</td>
<td>2.0</td>
</tr>
<tr>
<td>4</td>
<td>2.6</td>
</tr>
<tr>
<td>5</td>
<td>3.3</td>
</tr>
<tr>
<td>6</td>
<td>4.0</td>
</tr>
</tbody>
</table>

2. POLICY

2.1 Transfer credits will normally only be given if applied for at the time of admission to the College. Such credits will not normally be allocated retroactively.

2.2 Students who were successful in courses in the aforementioned situations will be given credits for The College of The Bahamas courses where the former courses are equivalent. Transfer credits will normally only be awarded for courses for which there are the College of The Bahamas equivalents.

2.3 For each ‘A’ level course, credits will be awarded according to the requirements of the College of The Bahamas equivalent programme.

2.4 Credits will only be awarded for courses in which grades of ‘C’ or better have been attained.

2.5 A maximum of 50% of the required credits for any programme may be transferred. Only 50% of the major may be obtained by transfer credit.

2.1.1 A Pass grade (T) only will be awarded for any transfer credits allowed.

3. PROCEDURES

3.1 For transfer credits, students must apply to the Admissions Office on the approved form.

3.2 Students must provide the Admissions Office with:

a) an official transcript forwarded directly to The College of The Bahamas from the transferring institution(s);

b) a college catalogue covering period of attendance at the transferring institution;

c) course outlines provided by the transferring institution, if requested;

d) accreditation/recognization status of transferring institution, if not indicated on official transcript.

STUDENTS RIGHTS AND RESPONSIBILITIES

Responsibilities For Satisfying Requirements
Each student must assume complete responsibility for compliance with the instructions and regulations set forth in this catalogue for selecting the programme which will permit him/her to achieve his/her educational objectives, and for satisfying pre-requisites for any course which
he/she plans to take. However, faculty advisors and counsellors are available to assist students in planning their programmes.

The College likewise assumes no responsibility for misinterpretation by students of policies and procedures as presented in the catalogue. Any question or doubt concerning catalogue material should be referred to the Deans or Vice President for Student Affairs.

**General Rights And Responsibilities**

The College believes that its students must be guaranteed certain rights and freedoms. However, the guarantee of these rights requires that all students accept corollary responsibilities. It is on this premise that The College Code of Conduct is based.

**Freedom To Learn**

The primary right of students is to cherish and exercise the freedom to learn. The student’s responsibility is to use this freedom to create educational opportunities in ways which contribute to the educational purposes of the student and of the institution.

**Freedom of Inquiry**

Students have the right to inquire into any subject matter of interest to them and to form reasoned beliefs on the basis of such inquiry. In order to present and consider various points of view outside the classroom, students are free to hear any speaker of their choosing. Students have a responsibility to use freedom of inquiry in the serious pursuit of learning.

**Freedom of Expression**

Students have a right to the free expression of their opinions and beliefs. In exercising this freedom, students have a responsibility to respect the rights and opinions of others, including fellow students, faculty and the administration. In all cases, students have a responsibility to refrain from tactics designed to prevent the expression of opposing points of view, or the use of coercion to impose their point of view on others.

**CODE OF CONDUCT**

**Standard of Conduct Expected**

The College is a community of persons associating for the purpose of learning. The College expects adult standards of behaviour consistent with the well-being of the whole community. The College expects that all members of the College community will act in good taste and with respect for the person, property and opinions of other members of the community and the general public. The College requires that all members of the College community will avoid actions which may bring disrepute to the name of the institution.

**DISCIPLINARY ACTION**

In line with the statement of “Standards of Conduct Expected”, The College may institute disciplinary action for the following behaviours:

**1.0 SOCIAL MISCONDUCT**

1.1 Abusive Conduct - Includes but not limited to the following:
- Assault
- Battery
- Sexual Harassment
- Sexual Misconduct
- Threatenning Behaviour

1.2 Conviction for a criminal offence.

1.3 Drugs / Gambling / Weapons on college property.

1.4 Wilful / Careless / Reckless damages or destruction or tampering with College property.

1.5 Disorderly conduct.

1.6 Failure to comply with a college official, rules and regulations.

1.7 Violation of parking regulations.

1.8 Theft / Fraud / Forgery.

1.9 Trespassing / Unauthorised entry.

**2.0 ACADEMIC MISCONDUCT**

2.1 Falsifying educational certificates.

2.2 Falsifying any document issued by the College.

2.3 Attendance at classes.
2.4 Impersonation at examinations.

2.5 Academic cheating, plagiarism or other unethical conduct.

2.6 Collaborating between candidates at examinations.

2.7 Computer fraud.

2.8 Impersonation / Misrepresentation / Misuse of ID Cards.

For further information please refer to Student Disciplinary Code.
CHAPTER 3

FEES, EXPENSES AND FINANCIAL AID

GENERAL

Every person admitted into a programme of study leading to a Certificate, Diploma, Associate Degree, Bachelor’s Degree or other award of The College of The Bahamas shall pay fees and other prescribed charges. The institution reserves the right to refuse registration for further courses of study to persons indebted to it.

Any person who is indebted to The College of The Bahamas will not be granted a Diploma, Certificate or other award, nor shall any transcripts be issued for such persons.

Fees are payable in cash, by money order or certified cheque which should be made payable to “The College of The Bahamas”. Credit cards may be accepted subject to a small service charge.

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

SCHEDULE OF FEES AND OTHER CHARGES

APPLICATION SERVICE FEE

A $20.00 non-refundable application service fee is charged for processing a student’s first application for admission. Students reapplying for admission following withdrawal or suspension are also required to pay this fee. An additional fee of $10.00 will be charged to all late applicants.

TUITION AND FEES

NON-REFUNDABLE ORIENTATION FEE

All new students shall pay a non-refundable orientation fee of $50 upon registration.

TUITION FEES

All tuition and fee payments are due on or before the last day of registration.

For the 2000-2001 academic year tuition fees are as follows:

<table>
<thead>
<tr>
<th></th>
<th>Lower Level Courses</th>
<th>Upper Level Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bahamians</td>
<td>$100 per credit</td>
<td>$150 per credit</td>
</tr>
<tr>
<td>Non-Bahamians</td>
<td>$300 per credit</td>
<td>$400 per credit</td>
</tr>
</tbody>
</table>

AUDITORS

Students wishing to audit courses pay the same tuition and fees as students who register for credit.

NON-CREDIT COLLEGE COURSES

College Prep and Pre-Tech courses are assessed at a rate of $300 per course. The Student Development Seminar is at a rate of $15 and the Library Orientation and Instruction course is assessed at a rate of $100 plus a $3 lab fee.

NON-CREDIT GENERAL INTEREST COURSES

From time to time non-credit general interest courses are offered through The Centre for Centre for Continuing Education and Extension Services (CEES). Fees for these courses are determined based upon related expenses.

REGISTRATION FEES: ALL STUDENTS

All students are required to pay the following:

(a) **Student Activity Fee**

   This fee provides funds for the Student Government and Clubs and is payable at the time of official registration.

   Full-time students: . $10.00 per semester
       (Fall, Spring)
   $5.00 (Summer Session)
   Part-time students: . $5.00 per semester
       (Fall, Spring, Summer)

(b) **Student Services Fee**

   This is a one-time fee which covers the cost of providing student identification cards.

   All students $10.00

(c) **Accident Insurance Fee**

   The accident Insurance fee is mandatory for all students. It is paid annually at the time of the student’s first registration for the academic year.

   All students: $15.00
(d) **Library User Fee**

The Library User Fee provides support for the maintenance of the library’s resources. The fee is mandatory and non-refundable and is payable on the day of official registration.

All students: $10.00 per semester (Fall, Spring)
$5.00 Summer Session

(e) **Internet Access Fee**

All students currently enrolled at The College of The Bahamas may request an Internet account by completing a “COB Internet Request” form. A semesterly fee of fifty dollars ($50.00) will be charged to all students and will be payable at the time of registration. This fee will permit the account holder on-line time usage of fifteen (15) hours per month. Additional cost in excess of fifteen hours will be assessed at one dollar ($1.00) for each extra hour or part thereof. Once enrolment is verified, a College of The Bahamas Internet access account will be established and the student will receive account information. Internet access shall be terminated once the student is no longer enrolled.

(f) **Security Deposit**

A refundable security deposit of $100 for Bahamians and $200 for non-Bahamians is payable by students in all programmes (with the exception of CEES Programmes) at the time of first registration.

**Additional Course Fees**

In certain courses, seminar, workshops, etc. fees are charged to cover related expenses such as the cost of special materials and field trips. Such fees are outlined in the course description. Unless otherwise indicated, they must be paid at the time of registration.

**SUMMARY OF SPECIAL FEES**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Late Application Charge</td>
<td>$30.00</td>
</tr>
<tr>
<td>Orientation</td>
<td>$50.00</td>
</tr>
<tr>
<td>Student Activity Fee (full-time students)</td>
<td>$25.00 (per annum)</td>
</tr>
<tr>
<td>Student Activity Fee (part-time students)</td>
<td>$15.00 (per annum)</td>
</tr>
<tr>
<td>Student Services Fee (ID Cards)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Accident Insurance Fee</td>
<td>$15.00 (per annum)</td>
</tr>
<tr>
<td>Library User Fee</td>
<td>$25.00 (per annum)</td>
</tr>
<tr>
<td>Internet Access Fee</td>
<td>$50.00 (per semester)</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$30.00 (per semester)</td>
</tr>
<tr>
<td>Drop/Add Fee</td>
<td>$10.00 (per application)</td>
</tr>
<tr>
<td>Special Sitting of Examination</td>
<td>$40.00 (per course)</td>
</tr>
<tr>
<td>Challenge Examination</td>
<td>$40.00 (per examination)</td>
</tr>
<tr>
<td>Food Preparation Lab Fee</td>
<td>$180.00</td>
</tr>
<tr>
<td>Food Service Lab Fee</td>
<td>$75.00</td>
</tr>
<tr>
<td>Internship Fee</td>
<td>$400.00</td>
</tr>
<tr>
<td>Technological Service Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Grade Appeal Fee</td>
<td>$75.00 (per appeal)</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>$4.00 (per copy)</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Letter Request Fee</td>
<td>$10.00</td>
</tr>
<tr>
<td>Security Deposit</td>
<td></td>
</tr>
<tr>
<td>Bahamian</td>
<td>$100.00</td>
</tr>
<tr>
<td>Non-Bahamian</td>
<td>$200.00</td>
</tr>
<tr>
<td>Housing Deposit</td>
<td>$30.00</td>
</tr>
<tr>
<td>Summer</td>
<td>$100.00</td>
</tr>
<tr>
<td>Dormitory Fee</td>
<td>$200.00 (per semester)</td>
</tr>
</tbody>
</table>

**REFUND POLICY**

A full refund of tuition fees will be made if a course for which a student has registered is cancelled owing to situations created by the institution. In other instances, the following policy will apply provided that the student complies with withdrawal regulations:

**FALL AND SPRING SEMESTER**

Before first scheduled class .......... 90% refund
During first week of class .............. 75% refund
During second week of class .......... 50% refund
Withdrawal thereafter .............. NIL

**SUMMER SESSION**

Before first scheduled class .......... 90% refund
By third day of class ............... 75% refund
By fourth day of class ............... 50% refund
Withdrawal thereafter ............... NIL

Refunds of additional course fees will also be made based on the tuition fee refund schedule.

Please allow four (4) weeks after application for processing of refunds.

**REFUND OF OTHER FEES**

Student Activity Fees are non-refundable.

The $10.00 fee covering the cost of ID cards is non-refundable.

The $100.00 security deposit is refundable provided the student does not have any outstanding debts with The College of The Bahamas.
Students who require a refund should complete a Tuition/Fee Refund Application Form. This form is available at the Business Office.

DEFERRED PAYMENT PLAN

Deferred Payment Plan is available for Tuition Only. Fees must be paid in full.
Terms of Installment Payment Agreement

Available to Students who are:

- Not in arrears (past due) for any College charges/fees.
- Without a previously unsatisfactory College credit record.
- Matriculated and registering for (6) or more credits.

Facility/Service Fee:

- $50.00 per semester

Initial Payment:

- 50% of the TUITION due for current term only.
- Total Fees Must Be Paid In Full
- Any amount due for prior terms must be paid in full.

Subsequent Payment:

- The 50% deferred balance of tuition is due in three monthly instalments:
  - Fall Semester: September 30, October 31, and November 15.
  - Spring Semester: January 31, February 28, and March 31

Penalty Fee:

- A $30.00 penalty fee will be charged each month on all late payments of outstanding tuition.

Prepayment Fee:

- There is no prepayment penalty

Application Forms:

- A separate application and agreement is required for each semester this plan is used

Persons wishing to access the deferred payment plan must apply to the Business Office using the prescribed application and agreement form

FINANCIAL AID

The College of The Bahamas’ Financial Aid programme is designed to conform with, and relate to the particular needs of Bahamian students at the institution. It is structured to be consistent with the institution commitment to the principle of “equality of access,” and has been established and provides financial aid for students who could not otherwise attend College. One dimension of the programme encourages and stimulates the more determined students to excel academically and develop socially.

Generally, financial aid at The College is based on need and or ability. The Financial Aid programme is divided into five (5) categories:

i) Government of The Bahamas: Teacher Education and Nursing Grants:

These are normally available to prospective Teacher Education and Nursing students who satisfy established criteria determined by the Ministry of Education and The Ministry of Health.

ii) Government of The Bahamas National Awards and Bursaries:

The same qualifications as in (i) above except that candidates should be in areas other than Teacher Education or Nursing.

(iii) College of The Bahamas Work-Study Award:

These are non-repayable grants made at the beginning of each semester and paid monthly to students who have demonstrated financial need. Recipients of these awards are required to work in various areas of The College. There is normally no work-study during the summer session. Students on probation are ineligible for these awards.

(iv) Private Scholarships and Bursaries:

These are non-repayable grants funded by private individuals, businesses and organisations and normally are awarded to outstanding students in The College based on their overall academic performance. Some of these are awarded on the basis of financial need and also areas of study.
Since the availability of funds for financial aid is limited, no student is normally permitted to be in receipt of more than one scholarship, grant or bursary in any one semester.

Students interested in financial aid should contact the Financial Aid and Housing Office or write to:

**The Director**  
**Financial Aid and Housing**  
**The College of The Bahamas**  
**P.O. Box N-4912**  
**Nassau, Bahamas**

### CHAPTER 4

**COLLEGE ADMINISTRATION, RESOURCES AND STUDENT SERVICES**

**Office of The President**  
**Administrative Block (A-27)**  
Leon Higgs, President  
Janice Munnings, Special Assistant  
Wendy Poitier-Albury, Secretary - College Council  
Jacqueline Ferguson, Executive Secretary  
Paulette McPhee, Secretary  
Janet Charlton, Meeting Room Attendant

The President is the Chief Executive Officer of The College of The Bahamas and of The Bahamian Field Station. Six Vice Presidents manage the operational functions of the institution.

**Office of The Executive Vice President**  
**Administrative Block (A-131)**  
Rhonda Chipman-Johnson, Executive Vice President  
Vernelle Edwards, Executive Secretary

The Executive Vice President oversees the day to day management of the institution and is responsible for all Human Resource Management matters.

**Office of Academic Affairs**  
**Administrative Block (A-124)**  
Linda Davis, Vice President, Academic Affairs, Sandra Gibson, Administrative Assistant, Janis Curry, Typist.

The office of Academic Affairs co-ordinates the academic life of students. The Vice President oversees the development of programmes as well as the development, review and implementation of academic policies and regulations.

**Office of Student Affairs**  
**Student Services Building**  
Colyn Major, Vice President  
Linda Johnson, Senior Private Secretary

The office of Student Affairs is responsible for the management and the movement of students through the institution as well as for co-ordinating student services within the institution. Admissions, Records, Counselling and Health Services, Financial Aid and Housing and Student Activities are the departments comprising the unit.

**Office of Financial Affairs**  
**Administrative Block (A-110)**  
Remelda Moxey, Vice President

The office of Financial Affairs manages and co-ordinates the fiscal resources of the institution oversees the development and implementation of information and communication technology within the institution and manages the campus book store.

**Office of Physical Plant and Facilities**  
**Development Administrative Block (A-109)**  
Joshua Smith, Vice President  
Sandra Johnson, Clerical Assistant

The office of Physical Plant and Facilities Development manages and co-ordinates the Physical Resources of the institution. It is also responsible for campus safety, security, and parking services.

**Office of Research, Planning and Development**  
**Administrative Block (A-117)**  
Pandora Johnson, Vice President  
Denece Mackey, Senior Private Secretary

The office of Research, Planning and Development co-ordinates programmes designed to extend the institution’s revenue base, generate, manage and disseminate information to develop greater understanding and support for The College among the internal and external environments and oversees the development and implementation of the strategic plan. Departments of this office include: Institutional Development, Planning Unit, Libraries and Instructional Media Services. The office of Research, Planning and Development is responsible for all official campus and outreach programmes such as: fund raising, production of official publications, and video productions.
**Dean, Pure and Applied Sciences**  
*Administrative Block (A-124)*  
Brenda Cleare, Dean  
Wendy Ferguson, Senior Private Secretary,

The office of the Dean of Pure and Applied Sciences co-ordinates the development and implementation of the instructional programme in the schools of Natural Sciences and Environmental Studies, Nursing and Allied Health Professions and Technology.

**Dean, Business Hospitality and Tourism Studies**  
*Bahamas Tourism Training Centre (BTTC)*  
Olivia Saunders, Dean  
Sybiline Knowles, Senior Private secretary

The office of the Dean of Business, Hospitality and Tourism Studies co-ordinates the development and implementation of the instructional programmes in the Schools of Business, and Hospitality and Tourism Studies and oversees the development of policies and structures for the Centre for Entrepreneurship.

**Dean, Education and Liberal Arts**  
Thaddeus McDonald, Dean  
Ellen Kennedy, Senior Private Secretary

The office of the Dean of Education and Liberal Arts includes the Schools of Education, English Studies, Social Science, Communications and Creative Arts. It co-ordinates the development and implementation of the instructional programmes in these schools.

**RESOURCES AND STUDENT SERVICES**

**Library Services**

The aim of the library is to provide current relevant information to enhance and support the teaching and learning processes at The College. The main library is located at the Oakes Field Campus with branch libraries at the several satellite campuses. The Northern Campus Library in Freeport provides materials for the programmes offered in Business and Education. The Hilda Bowen Library at the Grosvenor Close Campus in downtown Nassau maintains materials needed for the Nursing and Allied Health Professions School. Similarly both the Law Library and the Hospitality and Tourism Library at the Bahamas Tourism Training Centre (BTTC) maintains the collections pertinent to programmes in these areas. The fledging library at the Exuma Resource Centre in Georgetown, Exuma supports the instructional programmes in Business and Education offered at the institution.


Total holdings of all campus libraries number over 75,000 volumes which includes all monographs, reels of microfilms, sheets of microfiche audio-visual software and bound periodicals. The library’s serials holdings number well over 2,000 titles, many of which are available in microform format (microfilm and microfiche). The library subscribes to a variety of serials indexes: Social Sciences Index, ERIC (on CD-ROM), CINAHL (on CD-ROM), Library Literature, Wilson Index (CD-ROM), as well as the ProQuest Index and Full-Text Journals on CD-ROM.

The Special Collections Unit at the Oakes Field Campus Library includes extensive holdings of local and regional materials, as well as over 2,000 dissertations on Caribbean interests. Materials relevant to the history and development of the institution are housed in a small archive in Special Collections.

In addition to providing audio-visual hardware and other instructional aids to support research and teaching, the Media Unit of the library offers services such as lamination, booklet binding and audio and video tape duplication.

The library provides an array of services to its community including photocopying for paper and microform documents, an ongoing monthly forum series, production of instructional resources, videotaping, still photography, binding document...
delivery, interlibrary loans, reference and referral. A small fee is charged for some of these services.

In addition to providing service to The College’s students, faculty and staff, the libraries are open to the public under certain conditions. For further information please contact the office of the:

Director of Libraries and Instructional Media Services at 242-302-4552

Hours of Operation

Oakes Field:
Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 5:00 p.m.

Hilda Bowen Library: 325-5551/2
Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 10:00 a.m. - 4:00 p.m.
Librarian: Ms. Virginia Ballance

Northern Campus: 242-352-9761
Monday - Friday: 9:00 a.m. - 9:00 p.m.
Saturday: 10:00 a.m. - 1:00 p.m.
Librarian: Mrs. Barbara Barton

Law Library: 242-323-5804
Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Librarian: Mrs. Oluyemisi Dina

Hospitality and Tourism Library: 242-323-5804
Monday - Thursday: 8:00 a.m. - 9:00 p.m.
Friday: 8:00 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Librarian: Mrs. Christine Swann

Computer Services
Management Information Services currently operates six laboratories: one in the administration block, one in the ‘B’ Block, two in the ‘T’ Block, one in the BTTC building and the other at The Centre for Continuing Education and Extension Services located at Moss Road. All are available for student and faculty use on application to the department.

The College currently offers an e-mail service to the entire community, and has full Internet connectivity. A service fee of $5.00 per month is charged, and access is available to anyone on application to:

Director, Management Information Services, at The College.

Counselling and Health Services
The Counselling and Health Services Department has as its mission the provision of effective informational and developmental services - the scope of which comprises academic, career, personal, and social dimensions. Clientele include The College of The Bahamas students, alumni, faculty and administrative staff.
To supplement the services provided, a series of special programmes/seminars are in place:

- Co-operative Education
- Job Placement
- Higher Education Information
- Peer Tutoring
- Career Testing
- Student Development Seminars
- Pre-Departure Seminars
- Co-operative Education Seminars
- Forum on Academic Excellence
- On-Campus Job and College Recruitment
- College Transfer Seminars

The student undergoing academic difficulties may request peer tutoring (at no cost) in the required subjects. Professional assistance is available in dealing with test anxiety, stress or any other behavioural problems experienced.

The Student Development Seminar is a compulsory twelve-week orientation seminar for ALL full-time first year students. The seminar provides information about self-evaluation, study skills, time management and College policies. Experiential social learning is gained through the community placement exercise.

The Career Planning Counsellors provide career planning and placement services to
Students and alumni of The College of The Bahamas. Assistance in developing career plans is available through individual advisement, workshops and seminars. The office also provides information and counselling on careers, college and university transfer, co-operative work experience and job placement. Students are encouraged to use these services early in their college career. Career testing services are also available.

There is a Counselling and Career Services Resource Centre where students and alumni can seek and receive information and application forms for various needs. The Centre contains a wide selection of college catalogues and bulletins as well as a personal computer for resume preparation and college search.

The College of The Bahamas offers a mandatory twenty-four (24) student accident insurance coverage. Additionally, First Aid assistance is available on campus during normal office hours. The Nurse/Counsellor is situated in the Student Services Building. Local doctors and the hospital are readily available in cases of emergency.

**Housing**

There is very little on-campus accommodation available. Rent for the few available apartments - with up to four students - is charged at the rate of $200.00 per person, per semester, which is paid at the beginning of the semester. Such facilities are reserved for students from the Family Islands.

Off-campus housing is available throughout the island. The Director of Financial Aid and Housing operates a listing service for the convenience of students and will assist students in securing suitable accommodations. Students are responsible for making final agreements with landlords. Students who wish to receive information on housing should write to:

**The Director of Financial Aid and Housing**

The College of The Bahamas

P.O. Box N-4912

Nassau, Bahamas

**Bookstore**

Students should be prepared to pay an additional amount of approximately $1,000 for books and supplies each semester.

A bookstore is located on the campus, in the Student Services Building. Required texts for all subjects are available through the bookstore.

Students should consult the bookstore for opening hours.

**Field Trips**

Students will be encouraged to make visits in class groups to the various essential industries and other interesting sites in the country. Personal viewing of the application of principles studied during the academic year are extremely beneficial in broadening the scope of the participants. In some programmes field work is an integral part of the programme. There might also be field placement on an unpaid basis arranged by The College.

**Student Activities and Organisations**

Student Activities at The College of The Bahamas offer unique opportunities for all students to extend their intellectual and social development outside the formal classroom. This is accomplished through participation in events, programmes and processes which make important contributions to the total human development of the students.

Activities are primarily centred around various clubs, organisations and committees on the campus which are organised by interested students, faculty, or students and faculty in cooperation with The College’s Administration. A student organisation must receive approval from The College of The Bahamas Union of Students’ Senate and the Director of Student Activities, in order to gain official recognition as a campus organisation. Campus organisations provide the means whereby students may participate in the decision-making process and share responsibilities in the overall governance of The College. For more information contact:

**The Director of Student Activities**

The Student Union Building

The College of The Bahamas

P. O. Box N-4912

Nassau, Bahamas

**Student Government**

The College of The Bahamas Union of Students, the organisation through which the students run their affairs, elects a Student Government which functions as the administrative body of the Union of Students. All students automatically become members of the Union on payment of the Student Activity Fee. This entitles them to membership in clubs and participation in College activities, subject to the general responsibilities required of College students.
**Student Publication**

The Spectrum, The College’s newspaper, is published twice per year. It covers news and other items of interest in and around the campuses. Membership on “The Spectrum” staff is open to all bona fide students.

**Transcripts**

A transcript of a student’s academic record attained while at The College of The Bahamas will be mailed from the Records Office on the written authorisation of the student, directly to the recipient named. The transcript fee is $4.00 for the first address and $1.00 for each additional address given at the same time. No transcript will be issued if the student is indebted to The College.

**Student Identification Cards**

These are issued to all students at the time of registration and are to be used for library, examinations and other purposes for which they are required. Lost or stolen cards may be replaced by contacting the Admissions Office.

**Student Insurance**

Insurance coverage for accidental injury is mandatory for all registered students.

**Campus Parking**

All motor vehicle operators must comply with campus traffic and parking regulations. All students must park in the students’ parking lot. Failure to comply may involve removal of the vehicle at the owner’s expense.

**Cafeteria**

A cafeteria which offers breakfast and lunch and arranges special events, is located in the Student Union Building at the Oakes Field Campus. Limited food services are available at the Grosvenor Close Campus.

**Debts To College**

Permission to register for succeeding semesters will be withheld from any student who is indebted to The College until the debt is paid or arrangements have been made for payment and a proper clearance issued by the Business Office. In the case of non-returned library books and materials, non-payment of rents, or registration fees, or any other indebtedness, The College will withhold grades, transcripts, diplomas, registration privileges, or any combination of these from any student or former student properly charged with the possession of library books or other materials, or with other indebtedness, when such books or materials are not returned or when payment is not made.
CHAPTER 5

REGISTRATION, ACADEMIC REQUIREMENTS AND REGULATIONS

GENERAL

Current students are expected to register during Early Registration (see Calendar of Events) for the following semester. New students register in person at The College during the normal registration period. Registration information is forwarded with the student’s letter of acceptance.

Drops, Adds and Withdrawals

The final date for making registration changes and registering late each semester is five lecture days after the official beginning of classes. During the Summer Sessions the date is three lecture days after the official start of classes.

The final date for dropping a course without academic penalty, is thirty lecture days prior to the official end of the semester. In the case of Summer Sessions the date is fifteen lecture days prior to the official end of the session. (See Calendar of Events).

Students must complete a withdrawal form and make the necessary payments in order to withdraw from courses after registration.

Attendance At Classes

Every student is expected to attend, on time, each meeting of all courses for which he/she is registered. Regular attendance, regular application and punctuality constitute the three most significant factors which promote success in College work. Failure to attend classes, on time, may result either in a lowered grade or, if a student’s absences are excessive, the instructor may, after due warning, recommend to the Dean that the student’s registration in that class be cancelled.

Medical withdrawals are authorised by the Deans.

Registration may be cancelled and students dropped from class whenever they:

1. fail to attend the first two meetings of the class; or
2. fail to report to a class for the first two meetings following late registration; or
3. have been absent or tardy excessively.

Assignments

In addition to the work done in College hours, students are advised to devote an absolute minimum of 20 hours per week to home study assignments. Those students who wish to achieve an above-average degree of achievement in their course work would be expected to devote more hours than the minimum requirements.

Each student will be personally responsible for his assignments and knowledge of due dates, WHETHER OR NOT he/she was in attendance on the day such work and dates were given. Instructors are under no obligation to accept late assignments.

Dismissal

Any behaviour which is in violation of any rules and regulations of The College of The Bahamas is cause for dismissal from any class or from The College.

Any student who demonstrates inability to profit by instruction or unwillingness to comply with class procedures, or whose behaviour interferes with the educational progress of other students, shall be reported to the Dean by the instructor. Action by the Dean may include removal from any class or programme, or dismissal from The College.

Cancellations of Programmes

In a number of programmes students enter a common core lasting one or two semesters before starting in an area of major specialisation. In addition, the plans and interests of students often change during their first semester or two at college. Therefore, it is not possible to predict at the time of entry into the first semester how many students will actually be entering the areas of major specialisation in later semesters. Since The College, in common with all segments of the educational system, is required to operate within clear limits of available financial support, it may not be possible to offer every area of major specialisation every year.

PERIOD OF CANDIDACY

Candidates for College of The Bahamas degrees, diplomas and certificates must be formally admitted to and registered in a programme, and the period of candidacy will be as follows:
Bachelor Degree Full-time (candidates beginning at year 3)
A maximum of four academic years after completion of an AA programme.

Bachelor Degree Part-time (candidates beginning at year 3)
A maximum of six academic years after completion of an AA programme.

Associate of Arts - Full-time
A maximum of four academic years after first registration.

Associate of Arts - Part-time
A maximum of six academic years after first registration.

College Diplomas - Full-time
A maximum of four academic years after first registration.

College Diplomas - Part-time
A maximum of six academic years after first registration.

Professional Diplomas - Full-time
A maximum of four academic years after first registration.

College-Level Certificate - Full-time
A maximum of two academic years after first registration.

College-Level Certificate - Part-time
A maximum of four academic years after first registration.

Pre-College-Level Certificate - Full-time
A maximum of two academic years after first registration.

Pre-College-Level Certificate - Part-time
A maximum of four academic years after first registration.

Teacher Education and Nursing
A maximum of five academic years after first registration for the AA or AS Degrees.

CANCELLATION OF CANDIDACY

Persons who do not complete all requirements for the programme in which they are registered, within the allotted time, will have their registration in both the programme and The College cancelled. In the event of a cancellation, all grades accumulated in the programme will be cancelled and all records will be closed.

EXTENSION OF REGISTRATION

Candidates who are nearing the end of the period of candidacy may petition The College for an extension of time. In such cases the following will apply:

a) The candidate must supply adequate and acceptable reasons why his/her request should be considered;

b) The request must be supported by the candidate’s Advisor and the Divisional Chairperson;

c) All current requirements must have been met by the candidate. Under no circumstances will a request be considered if the candidate has an outstanding debt with The College;

d) At least three quarters of the programme must have been completed during the period of candidacy;

e) The request must be considered and approved by the Academic Board.

POLICY ON GRADING, CONTINUANCE, ACADEMIC PROBATION AND ACADEMIC SUSPENSION

The probation and disqualification policies of The College of The Bahamas are based upon the philosophy that The College has an obligation to assist students who, due to unsatisfactory academic performance, may experience difficulty in realising their potential. Specifically, probation and disqualifying procedures are concerned with:

a) Protecting the student from prolonged unsatisfactory performance which might result in his/her forfeiting his/her opportunity ever to earn a college degree or diploma at The College of The Bahamas or elsewhere; and

b) Helping the student re-evaluate his strengths and weaknesses in selecting a programme of study which is in relative harmony with his pattern of interest, aptitudes, needs and abilities.

1. GENERAL
1.1 Each semester-length credit course shall require the evaluation of all students. This will be accompanied by any combination of term or final examinations, class work, class participation, assignments or term papers, as approved by the Academic Board. Students must be advised of course work that is to be evaluated, at the start of the semester. They must also be informed as to what percentage of the final grade is represented by the course work.

1.2 The semester-hour credit earned and the grade to be awarded shall be recorded for each student on a permanent student record (transcript). Students shall be notified of their grades by the Records Office as soon as practical, after the end of the semester.

2. **GRADE REPORTING**

Course grades will be reported to the Records Office by the Chairperson of the examining school within 96 hours (including weekends) after each examination is written.

3. **GRADING SYSTEM**

3.1 Only the following grades are to be used as final course grades:

<table>
<thead>
<tr>
<th>GRADE</th>
<th>GRADE POINTS</th>
<th>INTERPRETATION</th>
<th>NUMBER RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4</td>
<td>Grades A and A­- represent excellence. Mastery of subject matter principles, techniques, and application.</td>
<td>90-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>An outstanding performance in which the student demonstrates a superior grasp of the subject matter. An ability to go beyond the given materials in a critical and constructive manner. Demonstration of a high degree of creative and/or logical thinking, a superior ability to organise, to analyse, and to integrate ideas.</td>
<td>85-89</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>Grades B+, B, B­- represent high levels of competence in subject matter knowledge, principles and application</td>
<td>80-84</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter.</td>
<td>75-79</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>An ability to organise and examine the material in a critical constructive manner.</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>Grades C+, C, C­- represent moderate competence in subject matter, principles and application.</td>
<td>65-69</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>An acceptable performance in which the student demonstrates a generally adequate grasp of the subject matter.</td>
<td>60-64</td>
</tr>
<tr>
<td>C-</td>
<td>1.75</td>
<td>Moderate ability to examine the material in a critical and constructive manner.</td>
<td>55-59</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>Grade D represents minimum acceptable competence in subject matter knowledge, principles, techniques and application. A barely adequate performance in which the student demonstrates some familiarity with the subject matter. Attempts to examine the material in a critical and constructive manner are only partially successful.</td>
<td>50-54</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
<td>Failure. Inadequate demonstration of subject matter knowledge, principles, techniques and application. An</td>
<td>0-49</td>
</tr>
</tbody>
</table>
unacceptable performance
I NOT INCLUDED
Incomplete. Course to be completed according to contractual arrangement made prior to final examination or the last day of classes. The grade of "Incomplete" may be given only if the student is receiving a passing grade for the coursework completed and where extenuating circumstances prevent him/her from completing the rest of the coursework. An Incomplete Contract Form detailing what work is to be submitted, deadlines for such submission and the grade to be submitted for the "I" should submission deadlines not be met, must be signed by the student, lecturer and Chairperson of the examining school. The submission deadline for the final grade must not extend beyond the last day of the following semester when grades are submitted.

AG - Aegrotat. Passing grade awarded on the basis of satisfactory completion of a major part of the course. Student must be unable to complete the course due to major illness

AU - Audit. Course not taken for credit. May not be awarded to students who register as credit students in the course.

P - Pass. Awarded for courses taken by course approved for Pass/Fail status by Academic Board.

T - Transfer. Awarded for credits transferred from another institution

V - Exemption. Exemption from course due to success in an external examination of equivalent value.

S - Satisfactory. Awarded for non-credit courses for which there are no examinations during the final Examination Period.

U - Unsatisfactory. Awarded for failure in a non-credit course.

NOTE:

i) In the case of courses involving Fieldwork, the deadlines may be extended at the discretion of the Chairperson in consultation with the Dean.

ii) A copy of the contract must be submitted along with the grade sheets.

iii) The grade of incomplete is not to cover absence from final examinations. Students who absent themselves from the final examination will receive a score of zero (0%) for the examination.

W - Withdrawn. Courses dropped on or before the last day for withdrawing from classes as published in the official Calendar of The College. Credit can be earned only by successful repetition of the course.

4. COURSE REPEATS

A student who fails a course twice will not be allowed to repeat the course without special permission, and/or arrangements for remedial work, in writing, from the Chairperson of the school in which the subject occurs. The Chairperson will inform the Dean’s office of this, in writing.

5. STANDING REQUIRED FOR CONTINUANCE/ACADEMIC PROBATION

All students are required to maintain at least a minimum cumulative grade point average (GPA) as set forth below. A student who fails to meet these standards in any given semester will be placed on
academic probation, unless extenuating circumstances are considered by the College to be sufficiently serious to justify a temporary postponement of this action.

**Note:** For the purposes of this Policy, probation is defined as the status of a student whose cumulative grade point average is below the minimum standard.

<table>
<thead>
<tr>
<th>CREDITS</th>
<th>CUMULATIVE G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-18</td>
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<tr>
<td>58-60</td>
<td>2.00</td>
</tr>
<tr>
<td>61 and over</td>
<td>2.00</td>
</tr>
</tbody>
</table>

4. **REQUIREMENTS WHILE ON ACADEMIC PROBATION**

6.1 A student on probation will be required to meet periodically with a faculty advisor or counsellor to review his/her academic progress.

6.2 A student on probation will be assigned to a restricted programme of study as follows:

- **Full-time attendance during a regular semester** - maximum of nine credits.
- **Full-time attendance during a summer session** - maximum of three credits.
- **Part-time attendance during a semester or summer session** - maximum of three credits.

6.3 A student on probation has the obligation to demonstrate by academic performance that he/she has the ability and the desire necessary to profit from the instructional programme, and that he/she is making progress toward achieving an educational goal.

6.4 In order to protect students who are academically deficient from becoming too heavily involved in extra-curricular activities, students placed on academic probation will be considered ineligible to hold office in student organisations, the student government, or participate in inter-collegiate activities or the work study programme.

6.5 A student will be removed from academic probation if he/she achieves the minimum cumulative GPA as required in section 5.

7. **ACADEMIC SUSPENSION**

7.1 Any student who does not achieve a minimum cumulative GPA for two consecutive semesters will be placed on academic suspension.

**Note:** For the purpose of this Policy, academic suspension is defined as the status of a student whose cumulative grade point average has fallen below the minimum standard for two consecutive semesters. A student on suspension may be required to leave The College for a specified period of time.

7.2 A student who is readmitted after suspension will be on probation and given the option of starting afresh in a new programme or continuing with his/her old programme. In either case, the old cumulative G.P.A. will be maintained.

7.3 A student who is readmitted after suspension will not normally be allowed to proceed with any new courses until 'F' and 'D' grades have been improved where necessary.

7.4 Any student who, after returning from a period of suspension, does not achieve a minimum semester GPA of 2.00 for the semester immediately following the readmission, will be expelled from The College.

7.5 A student who has been expelled from The College will only be considered for re-admission to The College after a period of three years, and must provide evidence of suitability for re-admission.

7.6 Students will only be considered for re-admission for the Spring or Fall semesters.

8. **STANDING REQUIRED FOR GRADUATION**
To meet requirements for graduation, a student must achieve a cumulative GPA of 2.00 and a specialisation cumulative GPA (SGPA) of 2.00 or higher. In addition, a student must pass all courses in the field of study.

**POLICY ON EXAMINATIONS**

1. **ADMINISTRATIVE CONTROL**

1.1 The conduct of examinations shall be in conformity with these regulations and the decision of the Academic Board and under the overall joint administrative control of the relevant Dean.

1.2 In an emergency or extenuating circumstance, these Regulations may be waived by the Vice President of Academic Affairs who shall report his/her action to a meeting of the Academic Board.

2. **GENERAL EXAMINATION REGULATIONS**

2.1 **Examination Timetable**

2.1.1 The dates of the final examinations period shall be outlined in The College Calendar.

2.1.2 The final version of the examination timetable in respect of written examinations shall be published for the benefit of all persons concerned at least three weeks in advance of any examination included therein and one and a half weeks for the Summer Session.

2.1.3 There shall be a single sitting for each final examination and only one final examination for each course.

2.1.4 The place at which an examination shall be held will be determined by the Examination Officer in consultation with the relevant school.

2.2 **Attendance and Absences**

2.2.1 If the attendance at, or the performance of a candidate in any part of any examination is likely to have been affected by factors of which the examiners have no knowledge, the candidate may report the circumstances in writing to the Chairperson who shall report same to the relevant Dean. If the candidate decides to report such circumstances, he/she must do so within five working days of the examination which may have been affected.

2.2.2 A make-up examination may only be arranged for a student who:

   (a) is hospitalised on the day of the original examination;
   (b) can produce medical certification that he/she was ill and confined to bed on the day of the examination;
   (c) suffers a death in his/her immediate family (i.e. parents, guardian, spouse, children or siblings) immediately before or on the day of the examination;
   (c) experiences other extenuating circumstances, to be considered on an individual basis by the relevant Dean.

   **Note:** The make-up examination must be taken at the earliest convenient date/time and not later than the following examination period. Students will be required to pay the approved fee for writing the examination.

2.2.3 Where a student is unable to submit a medical certificate himself/herself, this may be done on the student’s behalf within the prescribed time.

2.3 **Special Arrangements**

2.3.1 Any student who, for reason of permanent or temporary incapacity, desires special arrangements during examinations should apply to the relevant Dean through the Chairperson of the School concerned. The arrangements desired should be specified and the Dean may require a Medical Certificate as proof of such incapacity. Such student (s) shall not be given extra time in which to write. The Dean shall inform the Board of Examiners of the circumstances under which the examination was performed.

2.3.2 Any amanuensis or secretarial assistance provided to handicapped or incapacitated students shall be approved by the Dean.

2.4 **Examination Type**

2.4.1 All examinations shall be conducted by means of one or more of the following:

   a) written examinations
   b) oral examinations
   c) practical examinations

2.4.2 To aid invigilation, each examination shall be identified by one of the following type
codes, which describes aids which students may use when writing examinations of various types.

<table>
<thead>
<tr>
<th>Codes</th>
<th>Type</th>
<th>Aids Permitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Regular</td>
<td>Drawing devices without cases; Slide Rules without cases; Calculators.</td>
</tr>
<tr>
<td>S</td>
<td>Special</td>
<td>Any aid permitted by the examiner and recorded in the “Instructions” area of the question paper.</td>
</tr>
<tr>
<td>O</td>
<td>Open-book</td>
<td>Any aid the student wishes to use.</td>
</tr>
</tbody>
</table>

3. CONDUCT OF WRITTEN EXAMINATIONS

3.1 Instructions to Candidates taking Written Examinations:

3.1.1 Take responsibility for knowing the dates, times and locations of all examinations for courses for which you are registered.

Note: Candidates who are time-tabled for more than two examinations in one day should consult with the relevant Academic Dean.

3.1.2 Inform the relevant Dean of any time-table clash in your examination schedule as soon as it is discovered.

3.1.3 Arrive at the examination room and present your I.D. Cards or other valid substitute at the door at least fifteen minutes before the scheduled time of the examination.

Note: (a) Candidates who arrive late shall not be allowed additional time to complete the examination.

(b) Candidates arriving more than half an hour late will be allowed to take the examination. However, their scripts / practical work will only be marked if they can satisfy the relevant Dean as to the validity of their reason for being late.

3.1.4 Display on your desk a valid COB identification card. Candidates who have misplaced these cards may be allowed to use a valid substitute such as a passport.

3.1.5 Supply yourself with pens, pencils, rulers, erasers, geometrical instruments and any other aid authorised by the examiner. No other documents, will be allowed in the examination room.

3.1.6 Deposit your hand bags, briefcases and other such materials at the Invigilator’s desk (or other designated area) before the start of the examination.

3.1.7 Write your name and student number at the top of every answer paper or sheet of paper which is submitted.

3.1.8 Stop writing at the end of the examination when instructed to do so by the Chief Invigilator.

3.1.9 Gather your answer papers and place them in order at the end of the examination. You shall not leave your desk until all scripts have been collected and have been given permission to leave by the Chief Invigilator.

3.2 Leave from the Examination Room

3.2.1 No candidate shall be allowed to leave the examination room during the first half hour or the last half hour of the examination.

3.2.2 Candidates may be permitted, by the Chief Invigilator, to leave the examination room after the first half hour and return, during the course of the examination, provided that they have been under continuous supervision of a designated member of staff/faculty.

3.3 Collaboration Between Candidates

Candidates must not directly or indirectly use or give assistance to or accept assistance from any other candidate. No form of cheating shall be permitted.

4. BOARD OF EXAMINATIONS AND APPEALS

Any formal complaint which a candidate may make in connection with his examination must be referred to the relevant Dean.

4.1 The Board for Examinations and Appeals shall be a standing committee of the Academic Board and shall be responsible for considering and recommending to the Academic Board appropriate action on all matters relating to the examinations, grade appeals and academic discipline.

4.2 Grade appeals should be made to the relevant Dean on the form prescribed within four weeks of the official notification of grades.
Late application may be considered at the discretion of the Chairperson of the Board of Appeals in consultation with the relevant Dean.

4.3 A fee of forty dollars ($40.00) will be charged for each grade appeal. If the appeal is successful the fee will be refunded.

4.4 A review by the Board shall normally be held not later than four weeks after the appeal is made.

4.5 The Vice-President of Academic Affairs shall provide the Board with the student’s application for review, the relevant scripts and mark-sheets and a list of all the Cross Moderators for the course concerned. In the event that an applicant’s script has been sent to the external examiner, the Vice-President shall immediately ask that it be returned without delay.

4.6 The membership of the Board of Examinations and Appeals shall be:

a) the Vice-President of Academic Affairs, Chairperson
b) the relevant Dean
c) three Chairpersons or their nominees, one of whom shall be from the School in which the course is offered
d) the President of COBUS, or his/her nominee
e) Assistant Vice President of Administration and Student Affairs or his/her nominee as secretary

4.7 The quorum for a meeting of the Review Board shall be:

a) the Chairperson
b) two Chairpersons or their nominees, one of whom shall be from the School from which the course is offered
c) the President of COBUS, or his/her nominee;
d) the Secretary.

4.8 The Review Board may not decide on a remarking of the Examination script(s) if:

The Board, after full consideration of all the circumstances and the available evidence, is satisfied that there are adequate reasons to justify a remarking;

4.9 If the Review Board requires a remarking of the examination script(s) then,

a) the Chairman of the Review Board shall arrange, normally in consultation with the Chairperson of the School responsible for the course concerned, for each script to be re-marked by at least one new examiner of The College or by an external examiner;

b) the Chairman of the School concerned shall provide the new examiner with all relevant documents such as mark sheets, marking schemes, and question papers;

c) the results of the marking shall be conveyed through the Board of Examiners and Appeals by the Vice President of Academic Affairs.

4.10 The Chairperson of the Board shall inform the candidate and all relevant persons of the Board’s decision as soon as possible after the meeting of the Board.

4.11 The Decision of this Board shall be final.

CHALLENGE EXAMINATIONS

1. STATEMENT OF POLICY INTENT

1.1 The purpose of this policy is to set out approved procedures for a Challenge Examination for students who might qualify to receive credits for a course at The College, but who might have acquired knowledge in a particular subject by virtue of formal education at an institution not accredited or recognised by The College, or by relevant work experience.

2. POLICY

2.1 Credits to be awarded by Challenge Examination (credit by examination) will normally only be given if applied for at the time of admission to The College, or to a programme. Other requests will be considered on a case by case basis.

2.2 Students who possess certificates such as GCE ‘O’ level, BGCSE, Pitman, etc., and who apply for exemption through a challenge examination will be required to sit an examination in each of the specific courses.

2.3 A maximum of 50% of the required credits for any programme may be obtained by challenge examinations. Only 50% of the major may be obtained through the challenge examinations.

2.4 Applicants for a Challenge Examination will be required to pay an approved fee for writing the examination.

2.5 Students who pass Challenge Examinations will be required to register and pay the approved fees of the courses challenged before credits for these courses will be awarded.
2.6 Normally, the School’s Chairperson will arrange the Challenge Examination prior to the start of classes.

2.8 A Pass (P) grade only shall be awarded for succeeding in a Challenge Examination.

2.9 A student who receives credits for a course on the basis of his performance in a Challenge Examination will also be given credits for the pre-requisite courses. No fees will be charged for such credits.

3. PROCEDURES FOR CHALLENGE EXAMINATION

3.1 Students must apply on the approved form, to the Vice President of Academic Affairs through the Division Chairperson, for any Challenge Examination.

3.2 Students must provide relevant documentation to support this request, for example a transcript or course description.

3.3 Students must pay the approved examination fees and if successful, the required credit value fee.

3.4 The approval for any challenge examination must be given by the relevant Dean.

3.5 The School will administer the required examinations, including demonstration, and record results.

3.6 If credit is to be awarded, a copy of the examination form with the grade should be submitted to the Academic Affairs Office by the School Chairperson.

2.1.1 A student found guilty of plagiarism, in the first instance, will only receive a grade for the original material of the paper or project.

2.1.2 The lecturer will issue a verbal warning to the student and will inform the Chairperson, in writing, of the incident.

2.2 Second Offence

2.2.1 A student found guilty of plagiarism, in the second instance, will receive an automatic ‘F’ for the entire paper or project.

2.2.2 The lecturer will inform the Chairperson, in writing, of the incident.

2.2.3 The Chairperson will issue a warning, in writing, to the student.

2.2.4 Copies of the lecturer’s letter and the Chairperson’s warning will be forwarded to Student Records for inclusion in the student’s file.

2.3 Third Offence

2.3.1 A student found guilty of plagiarism for the third time will be expelled by the Vice President of Academic Affairs.

2.4 Appeals

2.4.1 A student who is expelled for plagiarism may appeal the expulsion.

2.4.2 Appeals from students will be considered by a committee appointed by the President, which will include the relevant Dean, the Chairperson concerned, the lecturer concerned, another lecturer from the same subject area and a representative of COBUS.

2.4.4 Decisions of the Appeals Committee will be final and will be forwarded to the student by the Vice President of Academic Affairs.

POLICY ON PLAGIARISM

1. STATEMENT OF POLICY INTENT

1.1 The purpose of this policy is to set out approved procedure for dealing with students who are found guilty of plagiarism.

1.2 For the purposes of this policy, plagiarism shall be defined as the unacknowledged use of another person’s work.

1.3 The College reserves the right to apply more stringent penalties than set out below, depending on the nature of the offence.

2. POLICY AND PROCEDURES

2.1 First Offence
CHAPTER 6

STRUCTURE OF DEGREES, THE DIVISIONS AND PROGRAMMES OF STUDY

GENERAL OUTLINES

BACHELOR OF ARTS DEGREE PROGRAMME

In order to graduate with a Bachelor's Degree a student must:

(i) have completed at least 60 credits hours of upper division work.

(ii) 45 credits must be at the 300 level or higher with not less than 15 credits at the 400 level.

In all other respects the rules and regulations applicable to the Associate Degree programme apply.

1. A Bachelor Degree programme shall constitute a four-year full time period of study. It may be constituted as:

   (a) 4 years of continuous study with the final award of a Bachelor’s Degree, but no intermediate award, or

   (b) A two- or three-year Associate Degree programme followed by two or one year’s study, respectively.

2. Unless specified otherwise, the term programme in this policy refers to the entire four-year programme of study.

3. Programmes in excess of four year’s duration may be considered in special cases as where Co-operative Work Experience or Field studies are included, or the total credits required exceeds 120.

4. Students may also be allowed to undertake Directed Independent Study, according to existing policy.

5. **Part-time Degrees**

   All The College’s Bachelor Degree Programmes, except the LLB offered in conjunction with UWI, may be taken on a part-time basis. For the purposes of this policy a part-time student will be required to have completed not less than 24 credits in the first two years.

6. The period of candidacy shall be governed by existing College policy.

ASSOCIATE OF ARTS DEGREE PROGRAMME

1. **Entry Requirements For Associate of Arts (Please see section on Admissions)**

2. **Associate of Arts Degree Programme Designs**

   (a) **For a Concentration in a Single or Related Subject Area:**

      i) Completion of at least 60 semester hours College-level credits, selected from courses approved for the programme, including at least 24 semester hours of college-level credit at the 200 level.

      ii) 30 semester hours of credit including the final 15, must be completed at The College of The Bahamas.

      iii) The following general education requirements are to be included:

         Use of English 6 credits
         SES/SCCA 6 credits
         Social Sciences 6 credits
         Mathematics 3 credits
         Natural Sciences 6 credits
         Library Orientation 0 credits
         Student Development Seminar (Full-time Students) 0 credits

   iv) Completion of a major consisting of 24 semester hours in the major subject and approved allied areas.

   **Note:** To graduate a student must pass all courses in the major field of study and maintain a major area grade point average of at least 2.00 or higher as specified.

   v) Completion of 9 credits of free electives.

   (b) **For a Combined Major Programme same as for 2a, above except that:**

      i) there are two areas of concentration with 18 major credits in one and 15 major credits in the other.
ii) and there are no free electives.
THE SCHOOLS AND PROGRAMMES OF STUDY

School of Business

School of Communication and Creative Arts

School of Education

School of English Studies

School of Hospitality and Tourism Studies

School of Natural Sciences and Environmental Studies

School of Nursing and Allied Health Professions

School of Social Sciences

School of Technology

Centre for Continuing Education and Extension Services
SCHOOL OF BUSINESS

B-Block

Chairperson: Mrs. Joan Pinder

The School offers an array of programmes in Business Administration which provides the student with information on the complex and dynamic field of Business in a service-oriented economy. The programmes of study lead to the Bachelor’s in Business Administration (BBA) Degree and are designed to prepare students to assume responsible positions in business and governmental organisations, or to pursue a post graduate degree, either locally or overseas. The School comprises departments which are located in New Providence, Grand Bahama, Abaco and Exuma.

BACHELOR DEGREE PROGRAMMES

At the main campus in New Providence the School offers a variety of programmes of study leading to a Bachelor Degree in:

- Accounting
- Administrative Office Management
- Banking and Finance
- Banking and Finance with Foreign Language
- Computer Information Systems
- Court & Conference Reporting
- Economics
- Economics and Finance
- Finance
- Management
- Marketing

At the Northern campus the School in Freeport offers programmes of study which lead to a Bachelor Degree in:

- Accounting
- Management

ASSOCIATE DEGREES

Students registered in BBA programmes may exit with an Associate of Arts degree after completing the requisite courses recommended by the School.

The main campus offers an Associate of Applied Science Degree in Court Reporting.

The Northern Campus offers an Associate of Arts degree in Computer Information Systems.

The Exuma Campus offers an Associate of Arts degree in Office Administration and Management.

The Abaco Campus offers a certificate in Business Administration.

GENERAL EDUCATION REQUIREMENTS

Unless otherwise indicated, all Bachelor Degree Programmes require the following General Education Courses:

- Use of English: 9 crs
- SES/SCCA: 6 crs
- Social Sciences: 6 crs
- Natural Sciences: 6 crs
- Mathematics: 3 crs
- Research: 3 crs
- Library Orientation: 0 crs
- Student Development Seminar: 0 crs
- 33 crs

Note: All Business majors are required to take MATH 132 (Business Mathematics) as the General Education Math requirement, and MATH 140 (Basic College Maths) as one of the Natural Science and Environmental Studies (SNSES) requirements. The other SNSES requirement must be a science course. One Social Science requirement must by PSY, 111 or SOS 111 and the other a Bahamian-oriented course. One Faculty of Education and Liberal Arts requirement must be COM 211.

MAJOR: ACCOUNTING (BBA)

GENERAL EDUC REQUIREMENTS........... 33 Credits
MAJOR COURSES....................................... 78 Credits
ELECTIVES............................................. 9 Credits

Year I

- LIBR 013 Library Orientation: 0 crs
- COUN 001 Student Development Seminar: 0 crs
- ENG 119 College English Skills I: 3 crs
- MATH 132 Business Mathematics: 3 crs
- MATH 140 Basic College Maths: 3 crs
- MGMT 101 Business Fundamentals: 3 crs
- PSY 111 or SOS 111 Psychology or Sociology: 3 crs
- ACCA 105 Financial Accounting I: 3 crs
- CIS 105 Introduction to Business Applications: 3 crs
- ENG 120 College English Skills II: 3 crs
- SOSC Elective (Bahamian Content): 3 crs
- SES/SCCA Elective: 3 crs

Year II

- ACCA 205 Financial Accounting II: 3 crs
- BUSL 255 Business Law I: 3 crs
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>COM 211</td>
<td>Business Communications</td>
<td>3 crs</td>
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<tr>
<td>ECON 211</td>
<td>Principles of Macroeconomics</td>
<td>3 crs</td>
</tr>
<tr>
<td>STAT 201</td>
<td>Business Statistics</td>
<td>3 crs</td>
</tr>
<tr>
<td>ECON 212</td>
<td>Principles of Microeconomics</td>
<td>3 crs</td>
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<tr>
<td>MGMT 203</td>
<td>Business Organisation and Management</td>
<td>3 crs</td>
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<tr>
<td>ACCA 300</td>
<td>Intermediate Financial Acct 1</td>
<td>3 crs</td>
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<tr>
<td>FREE Elective (200 level or above)</td>
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<td>3 crs</td>
</tr>
<tr>
<td>SNSES/SCCA Elective</td>
<td></td>
<td>3 crs</td>
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<tr>
<td>Year II</td>
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<tr>
<td>ACCA 310</td>
<td>Management Accounting</td>
<td>3 crs</td>
</tr>
<tr>
<td>ENG 301</td>
<td>Advanced Writing Skills</td>
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<tr>
<td>FIN 314</td>
<td>Financial Management</td>
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<td>MGMT 303</td>
<td>Organisational Behaviour</td>
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<td>STAT 301</td>
<td>Intermediate Statistics</td>
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<tr>
<td>ACCA 305</td>
<td>Intermediate Financial Acct. II</td>
<td>3 crs</td>
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<tr>
<td>ACCA 313</td>
<td>Cost Accounting</td>
<td>3 crs</td>
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<td>BUSL 355</td>
<td>Business Law II</td>
<td>3 crs</td>
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<tr>
<td>ACCA 330</td>
<td>Financial Statement Analysis</td>
<td>3 crs</td>
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<td>MIS 310</td>
<td>Management Information Sys.</td>
<td>3 crs</td>
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<td>Year III</td>
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<td>ACCA 310</td>
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<tr>
<td>ENG 301</td>
<td>Advanced Writing Skills</td>
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<td>ACCA 305</td>
<td>Intermediate Financial Acct. II</td>
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<td>ACCA 313</td>
<td>Cost Accounting</td>
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<tr>
<td>BUSL 355</td>
<td>Business Law II</td>
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<tr>
<td>ACCA 330</td>
<td>Financial Statement Analysis</td>
<td>3 crs</td>
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<tr>
<td>MIS 310</td>
<td>Management Information Sys.</td>
<td>3 crs</td>
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<td>Year IV</td>
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<tr>
<td>BADM 300</td>
<td>Techniques of Research</td>
<td>3 crs</td>
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<tr>
<td>ACCA 315</td>
<td>Accounting Theory</td>
<td>3 crs</td>
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<tr>
<td>ACCA 411</td>
<td>Auditing</td>
<td>3 crs</td>
</tr>
<tr>
<td>ACCA 420</td>
<td>Tax Accounting</td>
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<tr>
<td>BUSL 401</td>
<td>International Business</td>
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<tr>
<td>ACCA 412</td>
<td>Advanced Accounting</td>
<td>3 crs</td>
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<tr>
<td>ACCA 421</td>
<td>Tax Accounting II</td>
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<td>MGMT 430</td>
<td>Business and Society</td>
<td>3 crs</td>
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<td>FREE Elective (300/400 level)</td>
<td></td>
<td>3 crs</td>
</tr>
<tr>
<td>FREE Elective (400 level)</td>
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<td>3 crs</td>
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**MAJOR: ADMINISTRATIVE OFFICE MANAGEMENT (BBA)**

(Option A--General Office)

**GENERAL EDUC REQUIREMENTS………33 Credits**

**MAJOR COURSES………………………….65 Credits**

**ELECTIVES…………………………….27 Credits**

**Year I**

<table>
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<tr>
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<td>Library Orientation</td>
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<tr>
<td>COUN 001</td>
<td>Student Development Seminar</td>
<td>0 crs</td>
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<tr>
<td>ENG 119</td>
<td>College English Skills I</td>
<td>3 crs</td>
</tr>
<tr>
<td>TRS 111</td>
<td>Transcription Skills</td>
<td>3 crs</td>
</tr>
<tr>
<td>CIS 105</td>
<td>Introduction to Business Applications</td>
<td>3 crs</td>
</tr>
<tr>
<td>MGMT 101</td>
<td>Business Fundamentals</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 132</td>
<td>Business Mathematics</td>
<td>3 crs</td>
</tr>
<tr>
<td>PSY111 or SOS 111</td>
<td>Psychology or Sociology</td>
<td>3 crs</td>
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<tr>
<td>KYB 112</td>
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**MAJOR: ADMINISTRATIVE OFFICE MANAGEMENT (BBA)**

(Option B--Executive Office)

**GENERAL EDUC REQUIREMENTS………33 Credits**

**MAJOR COURSES………………………….78 Credits**

**ELECTIVES…………………………….24 Credits**

**Year I**

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<td>Library Orientation</td>
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</table>
COUN 001 Student Development Seminar 0 crs  
ENG 119 College English Skills I 3 crs  
TRS 111 Transcription Skills 3 crs  
CIS 105 Introduction to Business Applications 3 crs  
MGMT 101 Business Fundamentals 3 crs  
MATH 132 Business Mathematics 3crs  
ACCA 105 Financial Accounting I 3 crs  
PSY 111 OR SOS 111 Psychology or Sociology 3 crs  
KYB 112 Intermediate Keyboarding 3 crs  
ENG 120 College English Skills II 3 crs  
MATH 140 Basic College Maths 3 crs  
SNSES Elective 3 crs  
SOSC Elective (Bahamian content) 3 crs  
SHO 101 Shorthand Fundamentals 3 crs  
SHO 102 Intermediate Shorthand 3 crs

Year I

KYB 211 Information Processing 2 crs  
AOM 211 Office Procedures 2 crs  
ACCA 205 Financial Accounting II 3 crs  
BUSL 255 Business Law I 3 crs  
COM 211 Business Communications 3 crs  
ECON 211 Principles of Macroeconomics 3 crs  
MGMT 203 Business Organisation and Management 3 crs  
AOM 225 Records Management I 3 crs  
KYB 212 Machine Transcription 2 crs  
SHO 201 Advanced Shorthand 3 crs  
SNSES Elective 3 crs

Year II

ENG 301 Advanced Writing Skills 3 crs  
MGMT 303 Organisational Behaviour 3 crs  
MIS 310 Management Information Systems 3 crs  
BUSL 355 Business Law II 3 crs  
KYB 311 Desktop Publishing 3 crs  
AOM 325 Records Management II 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300 level) 3 crs

Year III

MGMT 420 International Management 3 crs  
AOM 405 Office Administration 3 crs  
AOM 407 Office Administration II 3 crs  
MGMT 403 Entrepreneurship 3 crs  
AOM 408 Office Administration Practicum 3 crs  
BAST Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
BAST Elective (400 level) 3 crs

Year IV

MGMT 420 International Management 3 crs  
AOM 405 Office Administration 3 crs  
AOM 407 Office Administration II 3 crs  
MGMT 403 Entrepreneurship 3 crs  
AOM 408 Office Administration Practicum 3 crs  
BAST Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
FREE Elective (300/400 level) 3 crs  
BAST Elective (400 level) 3 crs

MAJOR: BANKING AND FINANCE (BBA)
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<td>Law/Practice of Banking I</td>
<td>3 crs</td>
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<tr>
<td>BKGI 419</td>
<td>International Trade Finance</td>
<td>3 crs</td>
</tr>
<tr>
<td>BKGL 430</td>
<td>Retail Lending</td>
<td>3 crs</td>
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<tr>
<td>BADM 461</td>
<td>Research Project</td>
<td>3 crs</td>
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<tr>
<td>BKGP 417</td>
<td>Law/Practice of Banking II</td>
<td>3 crs</td>
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<tr>
<td>MKTG 431</td>
<td>Marketing Financial Services</td>
<td>3 crs</td>
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<td></td>
<td><strong>Year IV (Private Banking Option)</strong></td>
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<tr>
<td>BADM 300</td>
<td>Techniques of Research</td>
<td>3 crs</td>
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<tr>
<td>MGMT 315</td>
<td>Bank Management</td>
<td>3 crs</td>
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<tr>
<td>MIS 310</td>
<td>Management Information Systems</td>
<td>3 crs</td>
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<tr>
<td>INV 411</td>
<td>Investment Seminar</td>
<td>3 crs</td>
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<tr>
<td>BUSL 418</td>
<td>Administration of Estates</td>
<td>3 crs</td>
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<td>BUSL 425</td>
<td>Trust Law</td>
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<tr>
<td>BADM 450</td>
<td>Offshore Practice and Administration</td>
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<tr>
<td>BADM 461</td>
<td>Research Project</td>
<td>3 crs</td>
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<td>PADM 451</td>
<td>Trust Administration</td>
<td>3 crs</td>
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<tr>
<td>MKTG 431</td>
<td>Marketing Financial Services</td>
<td>3 crs</td>
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<td><strong>Year IV (Commercial Banking Option)</strong></td>
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<tr>
<td>BADM 300</td>
<td>Techniques of Research</td>
<td>3 crs</td>
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<tr>
<td>MGMT 315</td>
<td>Bank Management</td>
<td>3 crs</td>
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<tr>
<td>MIS 310</td>
<td>Management Information Systems</td>
<td>3 crs</td>
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<tr>
<td>INV 411</td>
<td>Investment Seminar</td>
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<tr>
<td>BUSL 416</td>
<td>Law/Practice of Banking I</td>
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<tr>
<td>BUSL 419</td>
<td>International Trade Finance</td>
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<td>BUSL 430</td>
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<tr>
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<td>MKTG 431</td>
<td>Marketing Financial Services</td>
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**MAJOR: BANKING AND FINANCE WITH FOREIGN LANGUAGE (BBA)**

**GENERAL EDUC REQUIREMENTS**

**MAJOR COURSES**

**ELECTIVES**

**Year I**

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<th>Course Title</th>
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<td>Library Orientation</td>
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<td>COUN 001</td>
<td>Student Development Seminar</td>
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<tr>
<td>ENG 119</td>
<td>College English Skills I</td>
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<tr>
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<td>MATH 140</td>
<td>Basic College</td>
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<tr>
<td>MGMT 101</td>
<td>Business Fundamentals</td>
<td>3 crs</td>
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<tr>
<td>PSY 111</td>
<td>Psychology or Sociology</td>
<td>3 crs</td>
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<tr>
<td>ACCA 105</td>
<td>Financial Accounting I</td>
<td>3 crs</td>
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<tr>
<td>CIS 105</td>
<td>Introduction to Business Applications</td>
<td>3 crs</td>
</tr>
<tr>
<td>ENG 120</td>
<td>English Skills II</td>
<td>3 crs</td>
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<tr>
<td>FRE/SPAN</td>
<td>(French or Spanish)</td>
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<td>(Bahamian Content)</td>
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<tr>
<td>SNSES Elective</td>
<td>(Bahamian Content)</td>
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**Year II**

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>ECON 211</td>
<td>Principles of Macroeconomics</td>
<td>3 crs</td>
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<tr>
<td>MGMT 203</td>
<td>Business Organisation and Management</td>
<td>3 crs</td>
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<tr>
<td>MKTG 200</td>
<td>Principles of Marketing</td>
<td>3 crs</td>
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<tr>
<td>ACCA 205</td>
<td>Financial Accounting II</td>
<td>3 crs</td>
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<tr>
<td>ECON 212</td>
<td>Principles of Microeconomics</td>
<td>3 crs</td>
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<tr>
<td>STAT 201</td>
<td>Business Statistics</td>
<td>3 crs</td>
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<tr>
<td>BUSL 256</td>
<td>Banking Law I</td>
<td>3 crs</td>
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<tr>
<td>COM 211</td>
<td>Business Communications</td>
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**MAJOR: COMPUTER INFORMATION SYSTEMS (BBA)**

**GENERAL EDUC REQUIREMENTS**

**MAJOR COURSES**

**ELECTIVES**

**Year I**
<table>
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<td>COUN 001</td>
<td>Student Development Seminar</td>
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<tr>
<td>ENG 119</td>
<td>College English Skills I</td>
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<tr>
<td>CIS 105</td>
<td>Introduction to Business Applications</td>
<td>3 crs</td>
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<tr>
<td>MGMT 101</td>
<td>Business Fundamentals</td>
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<td>MATH 132</td>
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<tr>
<td>PSY 111</td>
<td>Psychology or Sociology</td>
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<tr>
<td>CIS 120</td>
<td>O-O Programming using Visual Basic</td>
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<td>ENG 120</td>
<td>College English Skills II</td>
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<tr>
<td>MATH 140</td>
<td>Basic College Maths</td>
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<tr>
<td>ACCA 105</td>
<td>Financial Accounting I</td>
<td>3 crs</td>
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<td>CIS 205</td>
<td>Advanced Business Applications</td>
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<td>SNSES/SCCA</td>
<td>Elective (Bahamian Content)</td>
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<tr>
<td>CRT 101</td>
<td>Theory of Court Reporting I</td>
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<tr>
<td>CRT 102</td>
<td>Theory of Court Reporting II</td>
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<tr>
<td>CRT 103</td>
<td>Beginning Speed Building</td>
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<tr>
<td>CRT 201</td>
<td>Speed Bldg. I</td>
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<td>MATH 140</td>
<td>Basic College Maths</td>
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<tr>
<td>LIN 121</td>
<td>Linguistics</td>
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<tr>
<td>CRT 202</td>
<td>Speed Building II</td>
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<tr>
<td>CRT 301</td>
<td>High Speed Bldg I</td>
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<td>CRT 302</td>
<td>High Speed Bldg II</td>
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<td>LAW 208</td>
<td>Criminal Law</td>
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<td>SOS (200 level)</td>
<td>Elective</td>
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<td>CRT 203</td>
<td>Practicum of Court Reporting</td>
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<td>CIS 425</td>
<td>Local Area Networking</td>
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<td>CIS 432</td>
<td>Systems Design</td>
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<td>CIS 435</td>
<td>Network Management</td>
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<td>CIS 470</td>
<td>Database Mgmt/Client Server</td>
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<td>CIS 490</td>
<td>Capstone/Theory</td>
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<td>Techniques of Research</td>
<td>3 crs</td>
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<td>FIN 314</td>
<td>Financial Management</td>
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<td>MIS/CIS</td>
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**MAJOR: COURT REPORTING (AA APPLIED SCIENCE)**

**GENERAL EDUC REQUIREMENTS**

27 Credits

**MAJOR COURSES**

101 Credits

**ELECTIVES**

6 Credits

Year 1

- COUN 001 Student Development Seminar 0 crs
- LIBR 013 Library Orientation 0 crs
- CRT 101 Theory of Court Reporting I 4 crs
- ENG 119 College English Skills 3 crs
- MATH 132 Business Mathematics 3 crs
- CRT 102 Theory of Court Reporting II 4 crs
- TRS 111 Transcription Skills 3 crs
- KYB 112 Intermediate Keyboarding 2 crs
- CIS 105 Introduction to Business Applications 3 crs
- ENG 120 College English Skills II 3 crs
- CRT 103 Beginning Speed Building 4 crs
- SNSES Elective 3 crs

**YEAR II**

- CRT 201 Speed Bldg. I 4 crs
- MATH 140 Basic College Maths 3 crs
- LIN 121 Linguistics 3 crs
- FREE Elective (200 level) 3 crs
- CRT 202 Speed Building II 4 crs
- LAW 205 Bahamian Legal System OR PUBA 213 Elements of Constitution and Administrative Law 3 crs

**YEAR III**

- CRT 301 High Speed Bldg I 4 crs
- LAW 208 Criminal Law 3 crs
- SOS (200 level) 3 crs
- CRT 302 High Speed Bldg II 4 crs
- LAW 214 Criminal Court Procedures 3 crs
- SOS (200 level) 3 crs

**MAJOR: ECONOMICS (BBA)**

**GENERAL EDUC REQUIREMENTS**

33 Credits

**MAJOR COURSES**

101 Credits

**ELECTIVES**

6 Credits

Year 1

- LIBR 013 Library Orientation 0 crs
- COUN 001 Student Development Seminar 0 crs
- ENG 119 College English Skills I 3 crs
- MATH 132 Business Mathematics 3 crs
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<td>Business Fundamentals</td>
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<td>SOS 111</td>
<td>Introduction to Sociology</td>
<td>3 crs</td>
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<td>ACCA 105</td>
<td>Financial Accounting I</td>
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<td>CIS 105</td>
<td>Intro to Business Applications</td>
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<td>ENG 120</td>
<td>College English Skills II</td>
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<td>SNS Elective</td>
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Year II

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<td>MATH 167/168</td>
<td>Algebra/Trigonometry</td>
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<td>ECON 211</td>
<td>Principles of Macroeconomics</td>
<td>3 crs</td>
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<td>STAT 201</td>
<td>Business Statistics</td>
<td>3 crs</td>
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<td>BUSL 256</td>
<td>Banking Law I</td>
<td>3 crs</td>
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<tr>
<td>COM 211</td>
<td>Business Communications</td>
<td>3 crs</td>
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<tr>
<td>ECON 212</td>
<td>Principles of Microeconomics</td>
<td>3 crs</td>
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<tr>
<td>MKTG 200</td>
<td>Principles of Marketing</td>
<td>3 crs</td>
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Year III

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<tr>
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<td>3 crs</td>
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<tr>
<td>STAT 301</td>
<td>Intermediate Statistics</td>
<td>3 crs</td>
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<tr>
<td>BKGP 301</td>
<td>Financial Institutions and Services</td>
<td>3 crs</td>
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<td>ECON 310</td>
<td>Quantitative Methods for Economics</td>
<td>3 crs</td>
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<td>ECON 312</td>
<td>Price Theory</td>
<td>3 crs</td>
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<tr>
<td>ECON 313</td>
<td>Macroeconomic Analysis</td>
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<td>ECIB 314</td>
<td>Monetary and Financial System</td>
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Year IV

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**MAJOR: ECONOMICS and FINANCE**

**GENERAL EDUC REQUIREMENTS………. 33 Credits**

**MAJOR COURSES……………………… 93 Credits**

**ELECTIVES………………………….. 0 Credits**

Year I

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**MAJOR: FINANCE (BBA)**
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<td>MATH 140/167 Basic College Maths/Algebra</td>
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SCHOOL OF BUSINESS

COURSE DESCRIPTIONS

ACCOUNTING

ACCA 105 FINANCIAL ACCOUNTING I
3 lec. 1 tut. 3 crs.
This course covers the application of generally accepted accounting principles relating to the accounting cycle of a sole trader involved in a service or merchandising enterprise. Concentration will be on preparation and understanding of three financial statements.
Pre-requisite: MATH 132

ACCA 201 HOSPITALITY ACCOUNTING
3 lec. 1 tut. 3 crs
This course covers the presentation of financial statements, source documents and internal reports unique to the Hospitality Industry, using the Uniform System of Accounts for Hotels. Accounting for partnerships and corporations will also be presented.
Pre-requisite: ACCA 105 Financial Accounting I

ACCA 205 FINANCIAL ACCOUNTING II
3 lec. 1 tut. 3 crs.
This course covers accounting for partnerships, corporations, the treatment of long-term liabilities and investments, the cash flow statement, financial statement analysis, cost-volume-profit relationships, budgeting and standard costing, responsibility accounting and introductory managerial accounting.
Pre-requisite: ACCA 105

ACCA 300 INTERMEDIATE FINANCIAL ACCOUNTING I
3 lec. 1 tut. 3 crs.
Comprehensive study of accounting theory and procedures regarding financial statements, accounting for short and long term assets, intangibles and current and long term liabilities.
Pre-requisite: ACCA 205

ACCA 301 HOSPITALITY MANAGEMENT ACCOUNTING
3 lec 1 tut 3 crs
As a further exploration of accounting in the Hospitality Industry, this course follows on from the principles and procedures presented in Hospitality Accounting (ACCA 201). Managerial and planning aspects of Hospitality accounting are discussed.
Pre-requisite: ACCA 201 Hospitality Accounting

ACCA 305 INTERMEDIATE FINANCIAL ACCOUNTING II
3 lec. 1 tut. 3 crs.
Continuation of Intermediate Financial Accounting I with emphasis on share capital, financial statement analysis and relevant reports; accounting for leases and post employment benefits; and treatment of accounts for taxes changes and corrections.
Pre-requisite: ACCA 300

ACCA 310 MANAGEMENT ACCOUNTING
3 lec. 1 tut. 3 crs.
An introduction to the manufacturing process, and the principles of cost flow techniques and how to account for the cost elements involved in job order and process cost systems. Decision making involving knowledge of production, budgeting and standard cost systems.
Pre-requisite: ACCA 205

ACCA 313 COST ACCOUNTING
3 lec. 1 tut 3 crs.
A study of Accounting procedures and techniques to enable students to determine and analyse relevant costs in business decision-making processes and operating efficiency. Topics covered include Cost-
Pre-requisite: ACCA 310

ACCA 315 ACCOUNTING THEORY
3 lec. 1 tut 3 crs.
This course exposes the student to the broader views of accounting theory by examining critically, generally accepted accounting principles and concepts. It further provides a descriptive interpretation of opinions and standards issued by the Accounting Principles Board (APB) and the Financial Accounting Standards Board (FASB).
Pre-requisite: ACCA 305

ACCA 330 FINANCIAL STATEMENT ANALYSIS
3 lec. 1 tut. 3 crs.
An appreciation of the uses and limitations of information provided by the four financial statements. The major components will be analysed from the viewpoint of potential investors and lenders.
Pre-requisite: ACCA 205

ACCA 411 AUDITING
3 lec. 1 tut. 3 crs.
The course is designed to expose the student to the conceptual, theoretical and practical procedure applicable to auditing, both internally and externally. In addition, to enable the student to plan and execute audit programmes to conform with Generally Accepted Auditing Standards (GAAS).
Pre-requisite: ACCA 205

ACCA 412 ADVANCED ACCOUNTING
3 lec. 1 tut. 3 crs.
This course links theory and practice in dealing with accounting topics at an advanced level. Topics covered are partnerships, business combinations, consolidated statements, multinational accounting, interim and segmental reporting, the Securities and Exchange Commission and insolvency.
Pre-requisite: ACCA 305, Co-requisite: ACCA 313

ACCA 413 FUND ACCOUNTING
3 lec. 1 tut. 3 crs.
A specialised course covering the accounting procedures and financial reporting for governmental and not-for-profit organisations.
Pre-requisite: ACCA 305

ACCA 420 TAX ACCOUNTING I
3 lec. 1 tut 3 crs.
This course is designed to introduce the student to the principles, definitions and history of the political economy of the United States tax system. It will serve as a nucleus for more advanced studies in taxation.
Pre-requisite: ACCA 305

ACCA 421 TAX ACCOUNTING II
3 lec. 1 tut. 3 crs.
This course is designed to cover tax accounting for corporations, partnerships, and trusts. Taxation liability is the prime focus concentrating on types of business organisation, depreciation, capital gains and tax practices.
Pre-requisite: ACCA 420

BADM 300 TECHNIQUES OF RESEARCH
3 lec. 1 tut. 3 crs.
A course in research methods, making full use of reference material, group and individual work formats. The course emphasises the nature and purpose of research variables, sampling procedures and methodology to be used in the various types of research.
Pre-requisite: ENG 301 and STAT 301

BADM 450 OFFSHORE PRACTICE and ADMINISTRATION
3 lec. 1 tut. 3 crs.
A study of the practice and administration of offshore banking business, with particular reference to taxation, company registration, trust accounting, administration and management techniques.
Pre-requisite: BUSL 425

BADM 461 RESEARCH PROJECT
3 lec. 3 crs.
This course uses the techniques of research developed in BADM 300 to present a completed research project on a topic selected by the student in collaboration with the Instructor, Chairman or Department Head.
Pre-requisite: BADM 300

BKGI 303 MULTINATIONAL BANKING
3 lec. 1 tut. 3 crs.
The major practices of international banking and finance, including the importance of globalisation and its effect on financial systems and markets. The course reviews the structure and operations of multinational banks and regional financial institutions, the influence of leading central banks, and the impact of eurocurrency markets, offshore and international financial centres and the European Community.
Pre-requisite: BKGP 301 or FIN 211

BKGI 419 INTERNATIONAL TRADE FINANCE
3 lec. 1 tut. 3 crs.
The many methods of financing international trade, focusing on the international economy and financial system, the importance of global trade, and the payments mechanism. International financial markets and institutions and their payment systems, trade agreements and blocs such as EC, NAFTA and the FTAA.
Pre-requisite: ECON 314

BKGL 430 RETAIL LENDING
3 lec. 1 tut. 3 crs.
A study of the various techniques of credit analysis and assessment required of a lending officer working in a commercial bank’s credit/loan department in a Bahamian retail financial institution.
Pre-requisite: ACCA 330 and BUSL 356

BKGM 302 MONEY and CAPITAL MARKETS
3 lec. 1 tut. 3 crs.
The structure and operations of the major money and capital markets and their impact on the economy, domestic and global. Reference is made to London, New York and the fledgling Bahamian market. The role and importance of financial institutions to economic development and introduction to portfolio and investment management techniques.
Pre-requisite: BKGP 301 OR FIN 211

BKGP 301 FINANCIAL INSTITUTIONS and SERVICES
3 lec. 1 tut. 3 crs.
A study of the principles and practices of banking operations, including a complete review of the types of financial institutions and their various services. The practice of banking in major economic systems, with special reference to banking in The Bahamas and the USA. Evolution of banking in relation to the local economy.
Pre-requisite: ECON 211

BKGP 416 LAW and PRACTICE OF BANKING
3 lec. 1 tut. 3 crs.
A study of the relationship between the banker and customer, banking operations and the financial services industry. Law and practice of bank account management and bank/customer relationships.
Pre-requisite: ACCA 330 and BUSL 356

BKGP 417 LAW and PRACTICE OF BANKINGII
3 lec. 1 tut. 3 crs.
A continuation of BKGP 416, focusing on the types of securities used for collateral in the lending process. Evaluation of securities, analysis of lending techniques with respect to bank/customer relationships. Group work and case studies employed, using local and international examples.
Pre-requisite: BKGP 416

BUSI 301 BUSINESS OF REAL ESTATE
3 semester hour credits
This course covers the principles and practices of real estate as a means of enhancing wealth. It emphasises decision-making processes, implementation strategies and the legal aspects of business.
Pre-requisite: 3rd/4th year standing or permission of chairperson/instructor

BUSI 401 INTERNATIONAL BUSINESS ENVIRONMENT AND MULTINATIONAL ENTERPRISE
3 lec. 3 crs
An examination of multinational enterprises (MNE’s), their influence on the competitive international financial, economic, legal, socio-political and ethical environments, and the implications of trade policies to global strategy.
Pre-requisite: 4th year standing.

BUSL 255 BUSINESS LAW I
3 lec. 3 crs.
A course designed to expose students to laws that provide for the smooth flow of business transactions. The major topics to be covered include: contracts, agency, mercantile agreement, negotiable instruments, securities, bankruptcy, company law, torts, and the Bahamas Business Licence Act.
Pre-requisite: ENG 119

BUSL 256 BANKING LAW I
3 lec. 1 tut. 3 crs.
This course covers the legal relationships of banks, officers and customers, focusing on the Bahamian legal system. Negotiable instruments, accounts, securities, financing and related services are covered.
Pre-requisite: ECON 211

BUSL 355 BUSINESS LAW II
3 lec. 3 crs.
This course is a continuation of Business Law I. It is designed to explain the legal environment of and expose the students to concepts and principles of contract law, third party liability, negotiable instruments, sales contact and agency.
Pre-requisite: BUSL 255

BUSL 356 BANKING LAW II
3 lec. 1 tut. 3 crs.
An in-depth review and analysis of legislation relevant to the financial services industry in The Bahamas, covering law related to commercial banks, trust companies and mutual funds, including the Banks and Trust Companies Regulations Act,
Pre-requisite: BUSL 256

**BUSL 418 ADMINISTRATION OF ESTATES**
3 lec. 3 crs.
Common problems in the law of succession and the administration of estates, wills, executors, guardians and trustees are covered in this course. Devolution of property, grants of administration and use of agents are also covered. Revision in the law and practice of estate administration is emphasised.
Pre-requisite: BUSL 356

**BUSL 425 TRUST LAW**
3 lec. 3 crs.
A study of the categories of trusts, powers, duties and liabilities of trusts and the rights of beneficiaries under trusts. Variations in trusts and their effect on trust administration in an offshore financial centre such as The Bahamas are also covered.
Pre-requisite: BUSL 356

**CIS 105 INTRODUCTION TO BUSINESS APPLICATIONS**
2 lec. 2 lab 3 crs.
This course gives an overview of computer hardware, software, data processing techniques, and terminology. The course should equip the student to participate in the effective use of existing computer systems and selection and development of new systems for particular job situations.
Pre-requisite: MATH 048 or permission of Instructor and Chairperson

**CIS 120 OBJECT-ORIENTED PROGRAMMING VISUAL BASIC**
2 lec. 2 lab 3 crs.
This programming course provides the student with an opportunity to understand object-oriented programming using the Visual Basic event-driven programming language. Programming applications will be undertaken and applied to the business environment.
Pre-requisite: CIS 105

**CIS 205 ADVANCED BUSINESS APPLICATIONS**
2 lec. 2 lab 3 crs.
An advanced microcomputer application course intended to provide the students with skills necessary to enter the competitive business world.
Pre-requisite: (CIS 105 OR CDP 202) AND (CIS 120 OR CDP 111)

**CIS 230 OBJECT-ORIENTED PROGRAMMING USING C++**
2 lec. 2 lab 3 crs.
This programming course provides the student with an opportunity to understand the concepts and state-of-the-art techniques of object-oriented programming using C++ event-driven programming environment. Programming applications will be undertaken and applied to the business environment.
Pre-requisite: CIS 120 Object-Oriented Programming using Visual Basic, formerly CDP 111

**CIS 240 COMPUTER PROGRAMMING - RPG**
2 lec. 2 lab 3 crs.
This course introduces students to the RPG programming language and environment. Students become familiar with information processing and systems’ concepts which facilitate interaction with both users and analysts. Students learn to design, modify, debug and maintain elementary and intermediate level programmes in their entirety.
Pre-requisite: CIS 120

**CIS 250 COMPUTER PROGRAMMING - COBOL**
2 lec. 2 lab 3 crs.
This course introduces students to the COBOL programming language and environment. Students become familiar with information processing and systems’ concepts which facilitate interaction with both users and analysts. Students learn to design, modify, debug and maintain elementary and intermediate level programmes in their entirety.
Pre-requisite: CIS 120

**CIS 308 ADVANCED VISUAL OBJECT PROGRAMMING**
2 lec. 2 lab 3 crs.
This course examines the use of classes, objects and menus for the design of a business application system using Visual Basic, an object-oriented programming language in a graphical user-interface environment such as Windows.
Pre-requisite: CIS 120.

**CIS 315 BUSINESS DATA COMMUNICATIONS**
3 lec. 3 crs.
This course is designed to develop the student's general perspectives on data communication technology and concepts for solving organisational problems. Emphasis is placed on data
communication topology and protocols, network architecture and issues relating to installing and managing inter-organisational systems.
Pre-requisite: CDP 205.

**CIS 325 FUNDAMENTALS OF OPERATING SYSTEMS**
3 lec. 1 lab 3 crs.
A study of the principal operating systems at the introductory programming level. The course investigates the features and applications of several operating systems such as DOS, Windows NT, UNIX and OS/2, including multi-user and multi-tasking environments.
Pre-requisite: CIS 205.

**CIS 330 SYSTEMS ANALYSIS**
2 lec. 2 lab 3 crs.
This course gives a basic understanding of information systems and an overview of the system development life cycle. Emphasis is placed on general systems solutions and the discipline of systems analysis in relation to the system life cycle.
Pre-requisite: CIS 205, CIS 230.

**CIS 340 ADVANCED RPG PROGRAMMING**
2 lec. 2 lab. 3 crs.
The modern treatment of RPG as a business data processing language. This course provides the student with the opportunity to become familiar with advanced programming concepts, direct-file processing techniques and contemporary on-line processing methodologies.
Pre-requisite: CIS 240

**CIS 350 ADVANCED COBOL PROGRAMMING**
2 lec. 2 lab. 3 crs. The modern treatment of COBOL as a business data processing language. This course provides the student with the opportunity to become familiar with advanced programming concepts, direct-file processing techniques and contemporary on-line processing methodologies.
Pre-requisite: CIS 250

**CIS 407 DATABASE DESIGN AND PROGRAMMING**
3 lec. 1 lab 3 crs.
A study of the technical, managerial and ethical issues associated with computer-based data management. The course emphasises the design and programming considerations for constructing the database. This course focuses on the use of Structured Query Language for personal and mainframe systems such as the AS/400.
Pre-requisite: CIS 308.

**CIS 423 CLIENT/SERVER APPLICATIONS DEVELOPMENT**
3 lec. 1 lab 3 crs.
This course provides a practical introduction to client/server systems with emphasis on an event-driven graphical user environment. Students are exposed to the use of client/server systems tool to design and implement a business application using project techniques and object-oriented analysis and design.
Pre-requisite: CIS 308 and CIS 315.

**CIS 425 LOCAL AREA NETWORKING**
3 lec. 1 lab 3 crs.
A study of local area networking in terms of their design, operations and application to organisational needs. Subjects include Local Area Network standards, network hardware, network operating systems, wide-area networks and the interconnection of networks.
Pre-requisite: CIS 315.

**CIS 432 SYSTEMS DESIGN**
2 lec. 2 lab 3 crs.
An in-depth study of structured systems design and understanding of the following design techniques: prototyping, designing on-line dialogues, forms and report design, functional activity, systems planning and project management.
Pre-requisite: (CIS 308 OR CIS 320 OR CIS 330 OR CIS 340 OR CIS 250) and CIS 332.

**CIS 435 NETWORK MANAGEMENT**
3 lec. 1 lab 3 crs.
An examination of local area network and wide-area network management systems and protocols. Relationship between telecommunication facilities and the strategic and operational objectives of the organisation is explored from an economic and network management perspective.
Pre-requisite: CIS 425.

**CRT 101 THE THEORY OF COURT REPORTING I**
3 lec. 7 lab. 4 crs.
This initial course introduces students to the operations of the stenotype keyboard and the computer compatible language used. The basic principles of this system are taught, through theory and practice. Minimum writing speed 60 wpm with 95 percent accuracy.
Pre-requisite: Admission to Court Reporting Programme.

**CRT 102 THE THEORY OF COURT REPORTING II**
3 lec. 7 lab. 4 crs.
Students will build upon the basic steno keyboarding theory and practice learnt in CRT 101. Additional phrases, arbitraries, grouping of numbers, word endings and beginnings will be developed.
Minimum recording speed is 90 wpm with 95 percent transcription accuracy.
Pre-requisites: CRT 101 and TRS 111

CRT 103 BEGINNING SPEED BUILDING
3 lecs. 7 labs. 4 crs
Emphasis is on reinforcement of application of theory done in CRT101 and 102. Students will write from more challenging material including new combinations of numbers. Unusual proper names and technical terms. Minimum writing speeds is 110 wpm for five minutes with 95 percent accuracy.
Pre-requisite: CRT 102

CRT 201 SPEED BUILDING I
3 lec. 7 lab. 4 crs.
Emphasis is on reinforcement of application of theory done in CRT 101 and 102. Students will write from more challenging material including new combinations of numbers, unusual proper names and technical terms. Minimum writing speed is 110 wpm for five minutes with 95 percent accuracy.
Pre-requisite: CRT 102

CRT 202 SPEED BUILDING II
3 lec. 7 lab. 4 crs.
Sustained speed building and accurate transcription are emphasised. Specialised vocabulary relating to various occupations is introduced. Students will create individualised dictionaries/word books with slang, and colloquy. Minimum writing speed is 140 wpm for five minutes with 98 percent transcription accuracy.
Pre-requisite: CRT 201

CRT 203 – PRACTICUM OF COURT REPORTING
3 lecs. 7 labs. 4 crs.
Students intern in the Courts for at least 60 hours. The remainder of the semester is spent in the classroom increasing speed, accuracy and perfecting computerised transcription skills and finding solutions to problems encountered. Minimum writing speed is 180 wpm with 98 percent transcription accuracy.
Pre-requisite: CRT 202

CRT 301 ADVANCED SPEED BUILDING I
3 lec. 7 lab. 4 crs.
Emphasis is on better accuracy and higher speed, clearer understanding of the Bahamian Court System and mastery of computer-aided transcription. Minimum writing speed in 160 wpm for five minutes with 98 percent transcription accuracy.
Pre-requisite: CRT 202

CRT 302 HIGH SPEED BUILDING II
3 lec. 7 lab. 4 crs.
Students continue to perfect their recording and transcribing skills on a variety of material in this capstone course. Minimum stenograph recording speeds are 180 wpm (Literary), 200 wpm (Jury Charge), and 225 wpm (multi-voice testimony), with 95 percent transcription accuracy.
Pre-requisite: CRT 301 High Speed Building I

ECON 211 PRINCIPLES OF MACROECONOMICS
3lec. 1 tut. 3crs.
This course examines basic economic concepts, theories and policies in relation to the overall performance of an economy. GNP, employment, aggregate demand and supply, interest rates, savings and investment are covered. The Bahamian economy and economies of Caribbean countries are reviewed in the relevant topic areas.
Pre-requisite: ENG 119 and MGMT 101

ECON 212 PRINCIPLES OF MICROECONOMICS
3lec. 1 tut. 3crs.
Analysis of the economic behaviour of the individual decision-making units in the economy such as consumers, resource owners and business firms. Types of economies such as free enterprise, socialist, focusing on the major areas of production, costs, theory of consumer behaviour and demand, theory of the firm, market structures and distribution.
Pre-requisite: ECON 211

ECON 310 QUANTITATIVE METHODS FOR ECONOMICS
3lec. 1 tut. 3crs.
This course provides the skills needed in economic and financial analysis, including mathematical tools, models, programming and decision theory. Game theory and econometrics are introduced, as well as advanced statistical models and their use in economic analysis.
Pre-requisite: ECON 212 and STAT 201

ECON 312 PRICE THEORY
3lec. 1 tut. 3crs.
Price theory or Intermediate Microeconomics covers the concepts and tools used to evaluate the individual units of the economy. It focuses on the analysis of firms, industries and the microeconomy. Special emphasis is placed on the importance of efficiency, cost, productivity, demand analysis and microeconomic policy.
Pre-requisite: ECON 212 and STAT 201

ECON 313 MACROECONOMIC ANALYSIS
3lec. 1 tut. 3crs.
A study of the macroeconomy, emphasising national income and gross national product, economic theory and models, economic policy, with special examples of the Bahamian economy. In-depth analysis of savings, investment, Keynesian theory (IS-LM models), and concludes with a review of macroeconomic theory and policy relating to international trade and the effect of globalisation. Pre-requisite: ECON 212 and STAT 201

**ECON 314 MONETARY AND FINANCIAL SYSTEM**
3lec. 1 tut. 3crs.
This course focuses on monetary and fiscal policy issues in the international economy. Balance of payments, interest rates, exchange rate dynamics, economic cooperation and financial regulations are covered. Interpretation of contemporary economic trends and policies as they related to the global financial markets and use of modern economic theories are also covered. Pre-requisite: ECON 212

**ECON 320 MANAGERIAL ECONOMICS**
3lec. 1 tut. 3crs.
The study and application of economic tools and techniques used in the decision-making process of business. Traditional economics and decision sciences are applied with the objective of maximising economic efficiency and output. Pre-requisite: ECON 212 and STAT 301

**ECON 411 INTERNATIONAL ECONOMICS**
3lec. 1 tut. 3crs.
Covers the relevance of international trade to the global economy, placing emphasis on multinational institutions such as the IMF, World Bank, BIS. Regional institutions such as the IDB, CDB are also examined, in addition to economic integration, groups such as Gl, G3, G10, G20, and comparisons between small and large economies. Pre-requisite: ECON 313

**ECON 415 ECONOMIC DEVELOPMENT SEMINAR**
3lec. 1 tut. 3crs.
Reviews the tools of economic analysis and uses them to formulate policy for sustainable economic growth and development programmes. Foreign investment, regional and international integration are covered, as well as case studies of developed, developing and underdeveloped economies. Pre-requisite: ECON 313

**ECON 421 COMPARATIVE ECONOMIC SYSTEMS**
3lec. 1 tut. 3crs.
This course compares various economic systems and organisational arrangements for the allocation of scarce resources. The focus is on the comparison of economic performance of various countries with similar and different economic systems. Pre-requisite: ECON 212

**ECON 431 LABOUR ECONOMICS**
3lec. 1 tut. 3crs.
This course uses economic tools to analyse the impact of labour on the economy. It examines demand and supply of labour, labour markets, wage structures and policies, and investment in human capital. Alternative compensation policies, labour unions, collective bargaining, wage discrimination and unemployment in the economy are also covered. Pre-requisite: ECON 212

**FIN 211 BUSINESS FINANCE**
3lec. 1 tut. 3crs.
An overview of the financial system and its operations, with special emphasis on financial markets, institutions, management, and their role in the economy. Methods of financing the corporate, government and personal sectors are covered, as well as the regulation and supervision of the financial system and careers in the financial services sector. Pre-requisite: ACCA 205 and ECON 211

**FIN 312 CREDIT ANALYSIS**
3lec. 1 tut. 3crs.
A survey of credit management and collection procedures for both commercial and consumer credit. Emphasis is placed on the role of the credit analyst and manager and the credit department. Adapted to the Bahamian environment, concepts such as consumer finance, credit analysis, credit policies and special problems of credit management in The Bahamas are covered. Pre-requisite: ACCA 205 and ECON 211

**FIN 313 INVESTMENT ANALYSIS**
3lec. 1 tut. 3crs.
A survey of investment theory and the practice of investment analysis and portfolio management, emphasising the role of equity and debt market securities, investment information, analysis and policy. Institutional investment, personal investment and investment management in The Bahamas and the global financial system are covered. Pre-requisite: FIN 211
FIN 314 FINANCIAL MANAGEMENT
3lec. 1 tut. 3crs.
This course covers the role of financial management in the operation of business, utilising tools of financial analysis, planning and evaluation. The role of financial markets, institutions and professionals are covered, as well as use of selected computer programmes that simulate financial scenarios.
Pre-requisite: ACCA 205 and ECON 211

FIN 411 INTERNATIONAL FINANCE
3lec. 1 tut. 3crs.
The international financial system and its operations, regulations, and impact on the global economy. Global markets and their use in management of assets of multinational corporations, governments, etc. Euro and Asian currency markets, international financial centres and offshore banking are covered.
Pre-requisite: FIN 314

FIN 421 SECURITY ANALYSIS
3lec. 1 tut. 3crs.
This course covers the theory and analytical tools of security analysis, focusing on methods applied to the study of government debt securities, corporate debt and equity securities and derivative securities. Analytical techniques employed to evaluate company, industry, market and the economy are included, as are security pricing, investment techniques and the application of portfolio management theory.
Pre-requisite: FIN 314

INV 411 INVESTMENT SEMINAR
3lec. 1 tut. 3crs.
This course covers advanced concepts in investment theory, focusing on risk and return analysis. It emphasises the analysis of companies, industries, economies and markets. Portfolio management theory and techniques are used, performance measurement standards for portfolios are reviewed, placing emphasis on investing in a global market.
Pre-requisite: ECON 314 OR FIN 314

KYB 111 FUNDAMENTALS OF KEYBOARDING
2lec. 2 lab. 2 crs.
This course is designed to teach the alphabet and numeric keys using proper techniques. Proof-reading skills, editing techniques and basic formatting are applied to short letters, memos, reports and tables. Minimum, straight-copy completion speed is 30 net words per minute with a maximum of five errors.
Pre-requisite: Admission to programme.

KYB 112 INTERMEDIATE KEYBOARDING
2 lec. 2 lab. 2 crs.

To assist in the improvement of efficient and effective preparation of mailable business documents, Microsoft word is used. Language arts skills are emphasised. Minimum, straight-copy completion speed is 35 net words per minute with a maximum of four errors.
Pre-requisite: KYB 111, TRS 111 and ENG 119.

KYB 211 INFORMATION PROCESSING
2lec. 2lab. 2crs.
An advanced office automation simulation to integrate all business document formats is used. Decision-making and language arts skills are applied. Students work in various industry settings assuming total responsibility for quality documents. Minimum straight-copy speed is 45 nwpm with a maximum of three errors.
Pre-requisite: KYB 112

KYB 212 MACHINE TRANSCRIPTION
2 lec. 2 lab. 2 crs.
Contact The School of Business for additional information.

KYB 301 DESKTOP PUBLISHING
2 lec. 2 lab. 3 crs.
Contact The School of Business for additional information.

MATH 132 BUSINESS MATHEMATICS
3 lecs. 1 tut. 3 crs.
A review of basic computational skills, simple algebraic equations and the application of percentages, decimals and fractions to business problems. Introduction of concepts terminology, and principles of bank reconciliation, instalment buying, interest, insurance, corporate ownership, and basic statistical summaries.
Pre-requisite: MATH 048

MGMT 101 BUSINESS FUNDAMENTALS
3 lecs. 3 crs.
This is a foundation course introducing a broad area of business topics, such as business systems, international business, forms of business ownership, management and organisation, labour-management relations, marketing, money, securities market, and insurance.
Pre-requisite: ENG 017

MGMT 203 BUSINESS ORGANIZATION AND MANAGEMENT
3 lecs. 3 crs.
Management functions and the current concepts of management as a process of co-ordinating resources of an organisation to achieve its objectives.
Pre-requisite: MGMT 101 and ENG 119

MGMT 204 HUMAN RESOURCE MANAGEMENT
3 lecs. 3 crs.
A study of those activities and functions in a business as they relate to the individual and the group in the work situation. Emphasis given to the concepts of motivation, communication, leadership, and manpower development.
Pre-requisite: MGMT 101 and ENG 119

MGMT 205 SMALL BUSINESS MANAGEMENT
3 lecs. 3 crs.
A study of the theoretical and conceptual processes in the development and maintenance of small business entities. An analytical approach will be taken through the integration of the tools of accounting, finance, management, marketing and production into the course.
Pre-requisite: ACCA 205 and MGMT 203

MGMT 207 ADMINISTRATIVE OFFICE MANAGEMENT
3 lecs. 3 crs.
This course focuses on those functions and activities which are typical of an office manager. Emphasis is placed on managing human resources in an office, managing administrative services and controlling administrative operations.
Pre-requisite: MGMT 101

MGMT 208 SUPERVISORY MANAGEMENT and PRACTICE
3 lecs. 3 crs.
A study of the methods and techniques supervisors can use to ensure the proper utilisation of the human resources within the organisation. Emphasis will be placed on the managerial functions of planning, organising, staffing, directing and controlling and their relationship to the daily job of the supervisor.
Pre-requisite: MGMT 203

MGMT 303 ORGANISATIONAL BEHAVIOUR
3 lecs. 3 crs.
This course analyses the human behaviour and applies selected theories to people working in organisations. Factors which contribute to individual personalities and group behaviour, motivation, learning theories, job design, organisational dynamics, perception and decision-making power and politics, and job stress are examined.
Pre-requisite: MGMT 203

MGMT 310 OPERATIONS AND PRODUCTION MANAGEMENT
3 lecs. 3 crs.
This course is designed to expose students to the basic concepts of factory operations and management. They are also exposed to the techniques used in determining manufacturing costs, productivity and product quality. Case studies will test students understanding of concepts.
Pre-requisite: MGMT 203, STAT 201

MGMT 315 BANK MANAGEMENT
3 lecs. 1 tut. 3 crs.
A study of the purpose and nature of management theory, concepts and tools applied to the financial services sector, with special emphasis on The Bahamas. Management of commercial and savings banks, trust companies and mutual funds, insurance companies and securities brokerage firms are covered, using case studies.
Pre-requisite: MGMT 203

MGMT 401 LABOUR-MANAGEMENT RELATIONS
3 lecs. 3 crs.
This course will examine the origin and developments of the labour movement, the role of the labour law, collective bargaining processes and case histories of labour movements, with particular references to The Bahamas.
Pre-requisite: MGMT 303

MGMT 403 ENTREPRENEURSHIP
3 lecs. 3 crs.
Entrepreneurship is a course providing information regarding the initiation, creation, and development of new growth ventures. Focus will be on the dynamics of being an employer, through an examination of the tools of accounting, finance, management, marketing and production.
Pre-requisite: MGMT 303

MGMT 404 STRATEGIC MANAGEMENT
3 lecs. 3 crs.
The course is structured to develop the student's general perspective on management and on the role of general manager-strategist in a variety of domestic and international situations. The student is taught to make decisions, to identify major issues in complex situations, and to propose alternative solutions.
Pre-requisite: MGMT 303

MGMT 410 MANAGING CULTURAL DIFFERENCES
Contact The School of Business for additional information.

MGMT 420 INTERNATIONAL MANAGEMENT
3 lecs. 3 crs.
An exploration and research of modern trends in global hiring, training and human resource development; the varying immigration policies when borders are crossed; strategic decision-making and practices of ethical behaviour in foreign markets.
Pre-requisite: MGMT 303

MGMT 430 BUSINESS AND SOCIETY
3 lecs. 3 crs.
This course explores the ethical and moral perspective of company management and its responsiveness to the legitimate expectations of their stockholders. Focus will be on the role of
business organisations as responsible corporate citizens in their interactions with the environment.

Pre-requisite: MGMT 303

**MIS 310 MANAGEMENT INFORMATION SYSTEMS**
3 lecs. 3 crs.
This course analyses the principles of management information systems and how they can lead to distinct competitive advantages in ways that support appropriate corporate strategies. Emphasis is also placed on the interrelation among components of information technology and their use in an organisational setting.
Pre-requisite: CIS 105

**MIS 403 INFORMATION SYSTEMS DEVELOPMENT**
3 lecs. 1 lab 3 crs.
This course integrates computer technology, systems analysis, design and organisational behaviour to assist the student in developing management information and decision support systems. It also explores state-of-art structured systems analysis and design methodologies for developing information systems.
Pre-requisite: CDP 203.

**MIS 410 EDP AUDITING, CONTROL AND SECURITY**
3 lecs. 1 lab 3 crs.
An introduction to Electronic Data Processing (EDP) auditing. Emphasis is placed on EDP controls, types of EDP audits and concepts and techniques used in EDP audits. It also addresses security issues, exposure to risk assessment and professional standards in the field of EDP auditing.
Pre-requisite: MIS 403

**MIS 433 INFORMATION SYSTEMS RESOURCE MANAGEMENT**
3 lecs. 1 lab 3 crs.
This course provides a broad overview of the information systems management function, with particular attention to information resource impact on strategic planning, organising and controlling user services, managing the computer information systems development process and strategies for implementing information systems.
Pre-requisite: MIS 403

**MKTG 200 PRINCIPLES OF MARKETING**
3 lecs. 3 crs.
Broad survey of basic marketing with special reference to Bahamian experiences in the market place.
Pre-requisite: ENG 119

**MKTG 202 ADVERTISING**
3 lecs. 3 crs.
Broad survey of basic advertising in marketing contexts. Includes advertising management, social and buyer issues, creative and media strategy, agency, and domestic and global aspects.
Pre-requisite: MKTG 200

**MKTG 203 MERCHANDISING**
3 lecs. 3 crs.
Involves the introduction and development of issues relating to store location and layout decisions; merchandising and promotional practices, buying and control procedures; pricing decisions; and retail strategy foundation.
Pre-requisite: MKTG 200

**MKTG 204 APPLIED MARKETING RESEARCH**
3 lecs. 3 crs.
The role of marketing research, the techniques for obtaining marketing information, determinations of research strategy; analysis, interpretation, and application of the data. Students will be required to complete a research project relevant to a Bahamian marketing situation.
Pre-requisite: MKTG 203

**MKTG 310 - CONSUMER BEHAVIOUR**
3 lec. 3 cr.
This course focuses attention on the mental, emotional and physical activities people engage in when purchasing goods and services. It takes an interdisciplinary approach to the consumption-related activities for individuals, as it investigates consumer motivation, perception, attitudes, learning, culture and other influences on consumer behaviour.
Pre-requisite: MKTG 204

**MKTG 409 SERVICES MARKETING**
3 semester hr. crs.
This course integrates traditional and modern marketing management concepts as they relate to services. Students develop an appreciation for the uniqueness of the services industry and are exposed to the different strategies and challenges of applying the marketing mix to the services sector.
Pre-requisite:

**MKTG 410 HOSPITALITY MARKETING**
3 lecs. 3 crs.
Hospitality Marketing is a course designed to provide an understanding of the marketing principles, practices and techniques necessary to the successful marketing of hospitality properties. There will be discussion of cost effective marketing programmes, through the design, promotion, pricing and delivery of want-fulfilling goods and services.
Pre-requisite: STAT 201 and MKTG 204

**MKTG 412 INTERNATIONAL MARKETING**
3 lec. 3 crs.
This course examines the global perspective to marketing. It analyses the impact of different
international market conditions, and how

corporations may react in various

markets. The interactions between
governments and

businesses are also explored.

Pre-requisite: MKTG 301

**MKTG 421 STRATEGIC MARKETING**

3 semester hour credit

This course focuses on schools of thought and

corcepts in strategy formulation in marketing. It

makes use of the constructs in the field with respect
to companies' analyses of their competitors',
customers', environments', strengths, weakness,
goals and objectives.

Pre-requisite:

**MKTG 425 MARKETING OF INVESTMENT
PROPERTIES**

3 lec. 3 crs.

**MKTG 431 MARKETING FINANCIAL SERVICES**

3lec. 1 tut. 3crs.

A study of the theory and practice of marketing
financial services offered by financial institutions. A
Bahamian component makes use of case studies.

Pre-requisite: MKTG 200

**MKTG 440 MARKETING FOR PUBLIC RELATIONS**

3 semester hour credit

This course provides the tools students require in
understanding how organizations build good
relations with their various publics by heading off
unfavourable rumors, stories and events, thus
building up a good 'corporate image', through
favourable publicity.

Pre-requisite:

**PADM 451 TRUST ADMINISTRATION**

3lec. 1 tut. 3crs.

A course covering the various types of trust, how they
are created, the administration of trust accounts,
dealing with taxation of trusts, and variation of trusts.
The role of trust companies in the financial services
industry, especially offshore financial centres such as
The Bahamas is emphasised.

Pre-requisite: BUSL 425

**SHO 101 FUNDAMENTALS OF SHORTHAND**

2 lec. 4 lab. 3 crs.

This course is designed to teach and develop
reading, writing and transcription ability of Gregg
shorthand symbols minimum writing speed is 60
words per minute for three minutes with 90 percent
verbatim transcription accuracy. Pre-requisite: ENG
119 and TRS 111

**SHO 102 INTERMEDIATE SHORTHAND**

2 lec. 4 lab. 3 crs.

Speed and transcription accuracy is developed with
increased efficiency in applying transcription skills.
Minimum recording speed is 80 words per minute
for three minutes with 95 percent verbatim
transcription accuracy. Mailable documents produced
from recorded dictation at 60 words per minute.

Pre-requisite: SHO 101

**SHO 201 ADVANCED SHORTHAND**

2 lec. 4 lab. 3 crs.

Speed and accuracy building is further developed to
reach a minimum of 100 words per minute writing
for three minutes with verbatim transcription goal of
95 percent accuracy. Mailable documents produced
from recorded dictation at 80 words per minute.

Pre-requisite: SHO 102

**SHO 301 HIGH SPEED SHORTHAND**

2 lec. 4 lab. 3 crs.

Contact The Business and Administrative Studies
Division for additional information.

Pre-requisite: SHO 201

**STAT 201 BUSINESS STATISTICS**

3lec. 1 lab. 3crs.

An introductory course in statistics with particular
applications to business and economics. Designed
to provide a systematic study of descriptive and
inferential statistics, emphasis is placed on the
solution of applied problems using the computer.

Pre-requisite: MATH 140

**STAT 301 INTERMEDIATE STATISTICS**

3lec. 1 lab. 3crs.

A thorough review of statistical methods for data
analysis and model-building required in business
and government. Topics include hypothesis testing,
analysis of variance, regression and correlation,
time series, forecasting and analysis of frequencies.

Computer applications are a part of this course.

Pre-requisite: STAT 201

**TRS 111 - TRANSCRIPTION SKILLS**

3 crs

Students review rules of grammar and punctuation
and apply these as editing/transcribing skills to
proffered and correct realistic office correspondence
(letters, memos, reports), initiate relevant sentences,
and make verbal presentations. Pre-requisite: ENG
017, KYB 111*
SCHOOL OF COMMUNICATION & CREATIVE ARTS (SCCA)
G-Block

Chairperson: Mrs. Marjorie Cheetham

The School of Communication and Creative Arts (SCCA) comprises the departments of Visual and Performing Arts, Journalism and Communications and Foreign Languages. Programmes offered by SCCA lead to Associate Degrees, Bachelor Degrees and Certificates.

ASSOCIATE DEGREE PROGRAMMES

Art
Foreign Language and Communication
Foreign Language and Tourism
Music

BACHELOR DEGREE PROGRAMME

Journalism and Communications

CERTIFICATE PROGRAMMES

College Certificate in Art
Basic Certificate in Art
Certificate in Music
Proficiency Certificate in French
Proficiency Certificate in Spanish

OUTLINE OF PROGRAMMES

Unless otherwise stated the General Education Requirements are as follows:

Use of English 6crs
SCCA/SES 6crs
Social Sciences 6crs
Natural Sciences 6crs
Mathematics 3crs
Library Orientation 0crs
Student Development Seminar 0crs

MAJOR: JOURNALISM AND COMMUNICATIONS (B.A.)

GENERAL EDUC REQUIREMENTS...36 credits
MAJOR ELECTIVES..................70 credits
ELECTIVES..........................18 credits

Year I

LIBR 013 Library Orientation 0 crs
COUN 001 Student Dev. Seminar 0 crs

Year II

JRN 206 Reporting I 3 crs
ELEC 100/200 level 3 crs
SOSC Requirement 3 crs
JRN 211 Media Internship 3 crs
ELEC 200 level 3 crs
NASC Requirement 3 crs
JRN 214 Advertising Technique 3 crs

Year III

JRN 201 Photojournalism 3 crs
ELEC. JRN 202 Video Production and Techniques 3 crs
JRN 206 Reporting I 3 crs
ELEC 100/200 level 3 crs
SOSC Requirement 3 crs
JRN 207 Reporting II 3 crs
JRN 211 Media Internship 3 crs
ELEC 200 level 3 crs
NASC Requirement 3 crs
JRN 301 Public Affairs Reporting 3 crs
JRN 302 News and Feature Photography 3 crs
JRN 400 Senior Internship 4 crs

Year IV

JRN 405 Video for Public Affairs 3 crs
JRN 410 Radio Production and Programming 3 crs
COM 400 Mass Media and Society 3 crs
COM 401 Media Research Techniques 3 crs
JRN 415 Seminar Bahamian Journalism 3 crs
ELEC. 300/400 level 3 crs
JRN 420 Research Project 3 crs
Major JRN/COM 300 3 crs
Major JRN/COM 300 3 crs
SCCA/SES 400 3 crs

MAJOR: ART

GENERAL EDUC REQUIREMENTS.....27 credits
MAJOR COURSES......................24 credits
ART 155  Graphic Design I
or
ART 185  Pottery for the Marketplace 3crs
ART 160  Drawing Fundamentals 3crs
ART 161  Figure Drawing 3crs
ART 163  2D-Design Fundamentals 3crs
ART 164  3D-Design Fundamental 3crs
ART 184  Art Appreciation 3crs
ART 250  Major Option I Painting 3crs
ART 253  Major Option I Pottery/Sculpture 3crs
ART 251  Major Option II Painting 3crs
or
ART 254  Major Option II Pottery/Sculpture 3crs
ART 252  Figure Painting 3crs
ART 295  Ceramics
or
ART 298  Printmaking 3crs

ELECTIVES........................................9 credits
English and a Foreign Language

MAJOR: FOREIGN LANGUAGE AND
COMMUNICATION OPTION A: SPANISH
GENERAL EDUC REQUIREMENTS...27 credits
MAJOR COURSES..................................24 credits
COM 106  Introduction to Communication
or
COM 150  Mass Communication 3crs
LIN 200  Language in Society* 3crs
LIN 205  Seminar in Bahamian Dialect*
or
LIN 210  Language Development* 3crs
or
LIN 220  Introduction to Sociolinguistics 3crs
SPA 203  Intermediate Spanish Level I 3crs
SPA 204  Intermediate Spanish Level II 3crs
SPA 240  Advanced Spanish I 3crs
SPA 241  Advanced Spanish II 3crs
SPE 207  Public Speaking
or
COM 207  Oral Communication 3crs

*LIN 121 is the pre-requisite for LIN 200, which is
the pre-requisite for LIN 205 & LIN 210. Students
can opt to take courses in Journalism and/or
Communication instead of the Linguistics courses.
ELECTIVES........................................9 credits

MAJOR: FOREIGN LANGUAGE AND
COMMUNICATION OPTION B: FRENCH AND
SPANISH
GENERAL EDUC REQUIREMENTS....27 credits
MAJOR COURSES..................................24 credits
SPA 203  Intermediate Spanish Level I 3crs
SPA 204  Intermediate Spanish Level II 3crs
SPA 240  Advanced Spanish I 3crs
SPA 241  Advanced Spanish II 3crs
FRE 203  Intermediate French Level I 3crs
FRE 204  Intermediate French Level II 3crs
FRE 250  Advanced French I 3crs
FRE 251  Advanced French II 3crs
LIN 200  Language in Society* 3crs
LIN 205  Seminar in Bahamian Dialect*
or
LIN 210  Language Development* 3crs
LIN 220  Introduction to Sociolinguistics 3crs
SPE 207  Public Speaking
or
COM 207  Oral Communication 3crs

*Lin 121 is the pre-requisite for LIN 200, which is
the pre-requisite for LIN 205 & LIN 210. Students
can opt to take courses in Journalism and/or
Communication instead of the Linguistics courses.
ELECTIVES...........................................3 credits
*Prescribed electives................................6 credits

MAJOR: FOREIGN LANGUAGE AND TOURISM
OPTION A: SPANISH
GENERAL EDUC REQUIREMENTS.....24 credits
MAJOR COURSES...............................30 credits
TOUR 100  Introduction to Tourism 3crs
TOUR 102  Geography of Tourism 3crs
TOUR 200  Cultural & Heritage Tourism 3crs
TOUR 214  Economics of Tourism 3crs
ECON 211  Principles of Macroeconomics 3crs
ECON 212  Principles of Microeconomics 3crs
SPA 203  Intermediate Spanish Level I 3crs
SPA 204  Intermediate Spanish Level II 3crs
SPA 240  Advanced Spanish I 3crs
SPA 241  Advanced Spanish II 3crs
SPA 242  Spanish for Business 3crs

*CIS 105  Introduction to Business Applications 3crs
*MGMT 101  Business Fundamentals 3crs
STAT 201  Business Statistics 3crs
PSY 111  Introduction to Psychology 3crs
COM 211  Business Communication 3crs

*Prescribed Electives..........................6 credits
ELECTIVES .......................................3 credits

MAJOR: FOREIGN LANGUAGE AND TOURISM
OPTION B: FRENCH
GENERAL EDUC REQUIREMENTS...24 credits
MAJOR COURSES...............................30 credits

TOUR 101  Elements of Tourism 3crs
TOUR 102  Geography of Tourism 3crs
TOUR 200  Cultural & Heritage Tourism 3crs
TOUR 214  Economics of Tourism 3crs
ECON 211  Principles of Macroeconomics 3crs
ECON 212  Principles of Microeconomics 3crs
FRE 203  Intermediate French Level I 3crs
FRE 204  Intermediate French Level II 3crs
FRE 250  Advanced French I 3crs
FRE 251  Advanced French II 3crs
FRE 252  French for Business 3crs
*CIS 105  Introduction to Business Applications 3crs
*MGMT 101  Business Fundamentals 3crs
STAT 201  Business Statistics 3crs
PSY 111  Introduction to Psychology 3crs
COM 211  Business Communication 3crs

Prescribed Electives..........................6 credits
ELECTIVES .......................................3 credits

NOTE: PRE-REQUISITES FOR FRENCH AND SPANISH CLASSES
* See also BAST Division for details of the AA programme in Banking and a Foreign Language

MAJOR: MUSIC
GENERAL EDUC REQUIREMENTS...27 credits
MAJOR COURSES..................................30 credits

MUS 179  Introduction to Music Theory and History I 4crs
MUS 181  Introduction to Practical Music I 3crs
MUS 280  Introduction to Music Theory and History II 4crs
MUS 282  Introduction to Music Practical II 3crs
MUS 275  Advanced Music I 6crs
MUS 276  Advanced Music II 6crs
PLUS 4: Instrumental Music 4crs
PLUS 4: Piano Labs 4crs

ELECTIVES...........................................9 credits

NOTE: Students entering with Grade 5 Theory and Practical Examinations begin at MUS 179 or 181.
Students entering with Grade 6 Theory and Practical Examinations begin at MUS 280 or 282.
Students entering with Grade 8 Theory and Practical Examinations begin at MUS 275.
Instrumental Music must be taken each semester.

CERTIFICATE PROGRAMMES

COLLEGE CERTIFICATE IN ART
GENERAL EDUC REQUIREMENTS...0 credits

ENG 016  Intermediate English I 0cr
ENG 017  Intermediate English II 0cr
MATH 047  College Prep Math I 0cr
MATH 048  College Prep. Math II 0cr
LIBR 013  Library Orientation 0cr
COUN 001  Student Development 0cr

MAJOR COURSES................................18 credits

ART 160  Drawing Fundamentals 3crs
ART 161  Life Drawing 3crs
ART 163  2-D Design: Methods and Concepts I 3crs
ART 164  3-D Design Methods & Concepts II 3crs
ART 184  Art Appreciation 3crs
ART 185  Pottery I 3crs
MUS 170  Music Appreciation 3crs

or

ART 155  Graphic Design I 3crs

BASIC CERTIFICATE IN ART
GENERAL EDUC REQUIREMENTS...0 credits

ENG 015  Basic English I 0cr
ENG 016  Basic English II 0cr
MATH 046  College Prep. Math I 0cr
MATH 048  College Prep. Math II 0cr

Major Courses....................................9 credits

ART 160  Drawing Fundamentals 3crs
ART 161  Life Drawing 3crs
ART 163  2-D Design: Methods and Concepts I 3crs

Total Credits......................................9 credits

CERTIFICATE IN MUSIC
GENERAL EDUC REQUIREMENTS...0 credits

ENG 016  Intermediate English I 0cr
ENG 017  Intermediate English II 0cr
MATH 047  College Prep. Math I 0cr
MATH 048 College Prep. Math II 0cr
COUN 001 Student Development Seminar 0cr

MAJOR COURSES..............................16 credits
MUS 175 Transitional Music Theory 1 4crs
MUS 176 Transitional Music Theory 2 4crs
MUS 177 Transitional Music Practical 1 3crs
MUS 178 Transitional Music Practical 2 3crs
PLUS 2: First Study Instrument 2crs

NOTE: Students entering with Grade 4 Theory and Practical begin with MUS 175 and 177.

PROFICIENCY CERTIFICATE IN FRENCH
Major Courses …………………24 credits
FRE 103 Introductory French I 3crs
FRE 104 Introductory French II 3crs
FRE 203 Intermediate French Level I 3crs
FRE 204 Intermediate French Level II 3crs
FRE 250 Advanced French I 3crs
*FRE 251 Advanced French II 3crs
FRE 252 French for Business 3crs
**FRE 258 Introduction to Literary Texts in French or FLE 200 Foreign Language Experience

Total Credits ……………………….…………24 credits
NOTE: This certificate is intended for persons with an AA Degree. *Mature students with sound educational background will be considered (an interview will be required for such persons).

PROFICIENCY CERTIFICATE IN SPANISH
Major Course ………………… 24 credits
SPA 103 Introductory Spanish I 3crs
SPA 104 Introductory Spanish II 3crs
SPA 203 Intermediate Spanish Level I 3crs
SPA 204 Intermediate Spanish Level II 3crs
SPA 240 Advanced Spanish I 3crs
*SPA 241 Advanced Spanish II 3crs
SPA 242 Spanish for Business 3crs
*SPA 258 Introduction to Literary Texts in Spanish or FLE 200 Foreign Language Experience

Total Credits ……………………………… 24 credits

SCHOOL OF COMMUNICATION AND CREATIVE ARTS (SCCA)

ART

ART 155 GRAPHIC DESIGN I
1 lec. 4 labs 3 crs.
This course explores the principles, design and production of graphic communication. Creative concepts, basic research, and basic techniques are emphasised.
Pre-requisite: Acceptance into AA programme, BGCSE Art Grade C or above, or portfolio and permission of Chairperson and Instructor.

ART 160 DRAWING I
1 lec. 4 labs 3 crs.
An introductory course in drawing with emphasis on vision and its relationship to the two dimensional surface. Technical skills will be developed in areas of composition, space, line quality, perspective and proportion.
Pre-requisite: Acceptance in AA programmes, and permission of instructor/ chair.

ART 161 LIFE DRAWING
5 labs 3 crs.
This course is designed to focus on the human figure as artistic which demonstrates the fundamentals necessary to render the human figure accurately and artistically. It will look at the history of the figure in art.
Pre-requisite: Art 160

ART 163 2D DESIGN: METHODS AND CONCEPTS I
1 lec. 4 labs 3 crs.
This course explores visual methods and concepts using elements and principles of design in two- dimensional relationships. Knowledge of art vocabulary, technical skill in handling different media and composition with emphasis on colour theory will be included.
Pre-requisite: Acceptance into the Programme.

ART 164 3D DESIGN: METHODS & CONCEPTS II
1 lec. 4 labs 3 crs.
This course gives students a basic introduction to three-dimensional design by exploring common elements, principles and construction methods. It will develop student’s art vocabulary and technical skills by exposing them to various media forms in 3D Design.
Pre-requisite: Acceptance into the programme or ART 163.

ART 184 ART APPRECIATION
4 lecs. 3 crs.
This course will help students to understand and appreciate art as a fundamental human experience
through careful examination of art periods from prehistoric to contemporary. It will also cover current Bahamian Art trends.  
Pre-requisite: Admission to AA or certificate programme

ART 185  POTTERY I  
5 labs  3 crs.  
This course teaches hand building techniques, wheel throwing skills, and basic press moulding techniques. Information on clays, glazes and kiln firing is included.  
Pre-requisite: None

ART 250  PAINTING I  
1 lec.  5 labs  3 crs.  
This course focuses on techniques and creative thinking visual and verbal expression. Broad historical perspectives will be explored with emphasis on the modern movement in art.  
Pre-requisite: ART 161, 163, and 184

ART 251  PAINTING II  
1 lec.  5 labs  3 crs.  
This intermediate course focuses on painting in a larger format. It explores colour and design through the inclusion of various media and focuses on style and independent personal expression.  
Pre-requisite: Acceptance into the programme or ART 250.

ART 253  MAJOR OPTION I - (3D) POTTERY AND SCULPTURE  
1 lec.  5 labs  3 crs.  
This course explores the many processes and techniques associated with pottery and sculpture from ancient civilisation. Students will discover the qualities and limitations of new materials and be exposed to broader fields of creative expression.  
Pre-requisite: ART 164, 185 and or permission of Lecturer/Chair.

ART 254  MAJOR OPTION II (3D) – CERAMICS AS SCULPTURE  
1 lec.  6 labs  3 crs.  
This course is designed to broaden students’ knowledge and skills developed in ART 164, 295 and 253. It focuses on construction and hand-building techniques in ceramics, architectural sculpture and glaze techniques.  
Pre-requisite: Acceptance into the programme or ART 253

ART 262  LIFE PAINTING  
1 lec.  5 labs  3 crs.  
This course is a continuation of Life Drawing – ART 161. The major focus is on the human figure by using paint through the elements of colour, tone, value, and texture.  
Pre-requisite: Acceptance into the programme or ART 161

ART 295  CERAMICS  
1 lec.  4 labs  3 crs.  
This course introduces the essential techniques for the studio potter/ceramist. It explores various methods including hand building, mould making and production, and introductory wheel throwing.  
Pre-requisite: ART 164, experience in 3D work, or permission of Lecturer/Chair.

ART 298  PRINTMAKING  
1 lec.  4 labs  3 crs.  
This course involves a number of printmaking techniques, as well as experimentation with mixed media. Techniques in relief printing, collagraphs, silkscreen, and intaglio will be explored.  
Pre-requisite: ART 163 or portfolio or permission of Lecturer/Chair.

Drama, Speech and Communication

Communication

COM 106  INTRODUCTION TO COMMUNICATION  
3 lecs.  3 crs.  
This introductory course focuses on understanding principles of human communication theories and strategies. Group and organisational communication are also explored.  
Pre-requisite: First Year Standing  
Co-Requisite: ENG 119

COM 150  INTRODUCTION TO MASS COMMUNICATION  
3 lecs.  3 crs.  
This survey course explores the effects and the historical role in society of mass media. It also focuses on strengths and drawbacks of popular mass media outlets.  
Pre-requisite: ENG 119 or permission of Lecturer/Chair.

COM 207  ORAL COMMUNICATION  
3 lecs.  3 crs.  
This course focuses on oral presentations for various organisational settings. Speech content, structure and style are stressed, together with improvements in delivery, poise and voice control.
Pre-requisite: ENG 119 or permission of Lecturer/Chair.

COM 211 BUSINESS COMMUNICATION
3 lecs. 3 crs.
This course utilizes an integrated approach, focusing on both the nature of communication in a business context and on the art of writing. Aspects emphasized include the simulation of various communication situations and stylistic devices necessary to achieve effective writing.
Pre-requisite: ENG 120

COM 250 COMMUNICATION FOR PUBLIC ADMINISTRATORS
3 lecs. 3 crs.
This course provides public service officers with direct training in the analysis, interpretation and preparation of documents associated with public administration.
Pre-requisite: ENG 120
Co-requisite: Second Year Standing

COM 300 – DYNAMICS OF PUBLIC SPEAKING
This is an analytical and practical speech course which focuses on a variety of speeches for different public speaking occasions as well as voice and diction for broadcasters.
Pre-requisite: COM 207 or permission of Lecturer/Chair.

COM 305 - PUBLIC RELATIONS AND PUBLICITY
3 lecs. 3crs.
This course establishes a critical framework for assessing public relations principles, practices and decision-making, emphasizing ways to handle media relations, publicity campaigns and image problems. Students will examine case studies of Bahamian public relations activities and suggest alternative approaches.
Pre-requisite: JRN 214 or permission of Lecturer/Chair.

COM 310 – COMMUNICATION LAW AND ETHICS
3 lecs. 3 crs.
This course focuses on communication law and ethical considerations as they relate to the media and media professionals. It provides a strong background in defamation, contempt of court, crime and court reporting, and rights, freedoms and responsibilities of the media.
Pre-requisite: Third-year standing or permission of Lecturer/Chair.

Drama

DRA 100 AN INTRODUCTION TO THE THEATRE
3 lecs. 2 labs 3 crs.
This course equips students with skills for assessing drama as literature as well as a performing art. Emphasis is placed on the creative and technical aspects of play production.
Pre-requisites: ENG 119, or permission of Lecturer/Chair.

Speech

SPE 207 PUBLIC SPEAKING
3 lecs. 3 crs.
A course designed to help the student understand the techniques of public speaking and acquire skills in effective public speaking through practice.
Pre-requisite: ENG 119

MODERN LANGUAGES

Creole

CRE 100 CONVERSATIONAL HAITIAN CREOLE I
3 lecs. 1 tut. 3 crs.
This course develops conversational skills and fluency in Haitian Creole for general purposes.
Pre-requisite: None

CRE 101 CONVERSATIONAL HAITIAN CREOLE II
3 lecs. 1 tut. 3 crs.
A course to continue the development of conversational skills and fluency in Haitian Creole for general purposes.
Pre-requisite: Creole 100 or permission of Lecturer/Chair.

German

GER 103 INTRODUCTORY GERMAN I
3 lecs. 1 tut. 3 crs.
This is a course for beginners and is designed to develop communicative competence at a basic level in German. It provides practice in conversation, understanding the spoken language, reading, writing and grammar. (Not open to native speakers).
Pre-requisites: None

French
FRE 103   INTRODUCTORY FRENCH I
3 lecs.  1 tut.   3 crs.
This is a French course for beginners and is
designed to develop communicative competence at
a basic level. It provides practice in conversation,
understanding the spoken language, reading,
writing and grammar.
Pre-requisite: None

FRE 104   INTRODUCTORY FRENCH II
3 lecs.  1 tut.   3 crs.
This French course consolidates and extends work
done in FRE 103. It aims to enable the student to
develop the practical oral, aural and written needed
to communicate effectively in French. (Not open to
native speakers.)
Pre-requisite: FRE 103 or 3 years of French at high
school or permission of Lecturer/Chair.

FRE 203   INTERMEDIATE FRENCH LEVEL I
3 lecs.  1 tut.   3 crs.
This is an intermediate course designed to develop
students’ ability to express themselves orally and in
written form, and to expand students’ reading and
understanding skills, while introducing them to
literary texts by French and francophone authors.
Pre-requisite: BGCSE French Grade C or above, or
FRE 104, or the equivalent or permission of
Lecturer/Chair.

FRE 204   INTERMEDIATE FRENCH LEVEL II
3 lecs.  1 tut.   3 crs.
This course, which is a continuation of FRE 203,
aims to develop further the four language skills:
listening, speaking, reading and writing. It
emphasises on comprehension, and oral and
written expression in the language.
Pre-requisite: FRE 203

FRE 250   ADVANCED FRENCH I
3 lecs.  1 tut.   3 crs.
This advanced French course is designed to
develop communicative skills with accuracy and
fluency. It includes composition, reading,
translation, morphology and syntax, listening, oral
practice and cultural awareness.
Pre-requisite: FRE 204 or permission of
Lecturer/Chair.

FRE 251   ADVANCED FRENCH II
3 lecs.  1 tut.   3 crs.
This advanced French course is designed to
develop communicative skills with accuracy and
fluency. It includes composition, reading,
translation, morphology and syntax, phonetics,
listening, oral practice and cultural awareness.
Pre-requisite: FRE 250 or permission of
Lecturer/Chair.

FRE 252   FRENCH FOR BUSINESS
3 lecs.  1 tut.   3 crs.
An advanced course in French designed to
acquaint students with the language and
correspondence needed to function in the business
world.
Pre-requisite: FRE 204 or permission of lecturer/
chair.

Pre-requisite: FRE 250

FRE 258   INTRODUCTION TO FRENCH LITERARY
TEXTS
3 lecs.  1 tut.   3 crs.
An introduction to literature in French through close
reading and discussion of selected works chosen
from different genres and different historical
periods.
Pre-requisite: FRE 204 or permission of
Lecturer/Chair.

Spanish

SPA 103 – INTRODUCTORY SPANISH I
3 lecs.  1 tut.   3 crs.
This is a course for beginners and is designed to
develop communicative competence at a basic
level. It provides practice in conversation,
understanding the spoken language, reading,
writing and grammar. (Not open to
native speakers).
Pre-requisite: None

SPA 104 – INTRODUCTORY SPANISH II
3 lecs.  1 tut.   3 crs.
This course consolidates and extends work done in
SPA 103. It aims to enable the student to develop
the practical oral, aural and written skills needed to
communicate effectively in Spanish. (Not open to
native speakers).
Pre-requisite: SPA 103 or three years of high-
school Spanish or permission of Lecturer/Chair.

SPA 203   INTERMEDIATE SPANISH LEVEL I
3 lecs.  1 tut.   3 crs.
This is an intermediate course designed to develop
students’ ability to express themselves orally and in
written form, and to expand students’ reading and
understanding skills, while introducing them to
literary texts by Spanish and Latin American
authors.
Pre-requisite: BGCSE Spanish Grade C or above, or SPA 104, or the equivalent.

**SPA 204 - INTERMEDIATE SPANISH LEVEL II**
3 lecs. 1 tut. 3 crs.
This course, which is a continuation of SPA 203, aims to develop further the four language skills: listening, speaking, reading and writing. It emphasizes comprehension, and oral and written expression in the language.
Pre-requisite: SPA 203 or permission of the Lecturer/Chair.

**SPA 240- ADVANCED SPANISH I**
3 lecs. 1 tut. 3 crs.
This course is designed to develop communicative skills with accuracy and fluency at the advanced level. It includes composition, reading, translation, morphology and syntax, listening, oral practice and cultural awareness.
Pre-requisite: SPA 204 or permission of Lecturer/Chair.

**SPA 241 – ADVANCED SPANISH II**
3 lecs. 1 tut. 3 crs.
This advanced Spanish course is designed to develop communicative skills with accuracy and fluency. It includes composition, reading, translation, morphology and syntax, phonetics, listening, oral practice and cultural awareness.
Pre-requisite: SPA 240 or permission of Lecturer/Chair.

**SPA 242 SPANISH FOR BUSINESS**
3 lecs. 1 tut. 3 crs.
An advanced course in Spanish designed to acquaint students with the language and correspondence needed to function in the business world.
Pre-requisite: SPA 204 or permission of Lecturer/Chair. Co-requisite: SPA 250.

**SPA 258 INTRODUCTION TO SPANISH LITERARY TEXTS**
3 lecs. 3 crs.
An introduction to literature in Spanish, through close reading and discussion of selected works and excerpts chosen from different genres and different historical periods.
Pre-requisite: SPA 204 or permission of Lecturer/Chair.

**SPA 310 – LATIN – AMERICAN CULTURES**
3 lecs. 3 crs.
This is a survey course of Latin-American cultures and social issues from Pre-Colombian period to the present focusing on history, literature, arts, and religion. (Readings and discussions in Spanish).
Pre-requisite: Third-year standing, SPA 241 or permission of Lecturer/Chair.

**FLE 200 FOREIGN LANGUAGE EXPERIENCE**
3 crs.
This course helps students to improve their fluency in French or Spanish. Students spend at least four weeks living in a country where French or Spanish is spoken, and develop a better understanding of that country’s social, political, economic, and cultural conditions.
Pre-requisite: SPA 104/FRE 104 or permission of Lecturer/Chair.

**JOURNALISM**

**JRN 201 PHOTOJOURNALISM**
2 lecs. 2 labs 3 crs.
An introductory course in photojournalism emphasising the use of the 35mm camera and its features. Aspects of PhotoShop, developing and printing photographs for publication, digital imagery and some history are explored.
Pre-requisite: 2nd year standing or permission of Lecturer/Chair.

**JRN 202 VIDEO PRODUCTION**
2 lecs. 2 labs 3 crs.
A production course in the use of handheld video cameras, editing equipment and techniques primarily for broadcast journalism. An overview of the aesthetics of different shooting is included.
Pre-requisite: COM 150 or permission of Lecturer/Chair.

**JRN 206 REPORTING I**
2 lecs. 2 labs 3 crs.
A study of journalism principles with emphasis on newspaper reporting for the student who is interested in working on The College newspaper or wishes to make a career of journalism.
Pre-requisite: ENG 119

**JRN 207 REPORTING II**
2 lecs. 2 labs 3 crs.
A continuation of JRN 207. Emphasis on practical newspaper reporting in specialised fields. Students take full responsibility for the reporting, editing, photography and layout of The College newspaper, The Spectrum.
Pre-requisite: JRN 206
JRN 211  MEDIA INTERNSHIP
3 crs.
This course focuses on professional experience. The student learns on the job through internship at a newspaper, radio or TV station, or advertising or public relations firm. A required course for journalism and mass communication majors.

JRN 213  BROADCAST JOURNALISM
2 lecs. 2 labs 3 crs.
A production course in how to write, report and produce stories for the broadcast media. Corporate media personnel will also find this course helpful.
Pre-requisite: JRN-208, permission of Lecturer/Chair.

JRN 214  ADVERTISING TECHNIQUES
2 lecs. 2 labs 3 crs.
This course focuses on creating hands-on projects. Students design advertisements, write press releases, prepare scripts and storyboard for a product, a service or an "image". Promotion and publicity are also covered.
Pre-requisite: Eng 120, permission of Lecturer/Chair.

MUSIC
INSTRUMENTAL STUDIES

MUIN 100 – INSTRUMENTAL GROUP ENSEMBLE I
2 lecs. 2crs.
This is the first of a practical course in two parts designed to improve the playing and reading skills of beginning instrumentalists. Students will demonstrate proper stand discipline and perform music in various styles including symphonic, popular, junkanoo (regional), jazz.
Pre-requisite: (Student must be in possession of an appropriate musical instrument).

MUIN 101 – INSTRUMENTAL GROUP ENSEMBLE II
2 lecs. 2crs.
This is the second of a practical course in two parts designed to improve the playing and reading skills of beginning instrumentalists. Students will demonstrate proper stand discipline and perform music in various styles including symphonic, popular, junkanoo (regional), jazz. (Student must be in possession of an appropriate musical instrument).
Pre-requisite: MUIN 100 or permission of Lecturer/Chair.

MUIN 131  ELEMENTARY INSTRUMENTAL STUDIES III (PART 1)
1 lec. 1cr.
This is the first in a two-part practical course, which develops the technique of playing an instrument. Students will refine pieces and scales, and develop further skills in performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUIN 101 or equivalent Sequential Course: MUIN 132

MUIN 132  ELEMENTARY INSTRUMENTAL STUDIES III (PART 2)
1lec. 1 cr.
This is the second in a two-part course, which develops the techniques of playing an instrument. Students will refine pieces and scales, and develop further skills in performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUIN 131 or equivalent Sequential Course: MUIN 141

MUIN 141  INTERMEDIATE INSTRUMENTAL STUDIES I (PART 1)
1 lec. 1 cr.
This is the first in a two-part practical course, which further develops the techniques of playing an instrument. Students will develop confidence in playing scales and pieces, develop competence in aural awareness, sight-reading, and study the skills of performance. Music Majors Only.
Pre-requisite: MUIN 132 or equivalent Sequential Course: MUIN 142

MUIN 142  INTERMEDIATE INSTRUMENTAL STUDIES I (PART 2)
1 lec. 1 cr.
This is the second in a two-part practical course, which further develops the techniques of playing an instrument. Students will develop confidence in playing scales and pieces, develop competence in aural awareness, sight-reading, and study the skills of performance. Music Majors Only.
Pre-requisite: MUIN 141 or equivalent Sequential Course: MUIN 151

MUIN 151  INTERMEDIATE INSTRUMENTAL STUDIES II (PART 1)
1 lec. 1 cr.
This is the first in a two-part practical course, which develops the techniques of playing an instrument. Students will build confidence and competence in a greater range of scales and pieces, and will further
skills in aural awareness, sight-reading, musical phrasing and performance. Music Majors Only. 
Pre-requisite: MUIN 142 or equivalent
Sequential Course: MUIN 152

MUIN 152 INTERMEDIATE INSTRUMENTAL STUDIES II (PART 2) 
1 lec. 1 cr. 
This is the second in a two-part practical course, which develops the techniques of playing an instrument. Students will build confidence and competence in a greater range of scales and pieces, and will further skills in awareness, sight-reading, musical phrasing and performance. Music Majors Only. 
Pre-requisite: MUIN 151 or equivalent 
Sequential Course: MUIN 261

MUIN 261 ADVANCED INSTRUMENTAL STUDIES I (PART 1) 
1 lec. 1 cr. 
This is the first in a two-part practical course, which develops the techniques leading to competence in performance on an instrument. Students will begin to show mastery of scales and pieces and will develop more advanced skills in aural awareness and musical phrasing. Music Majors Only. 
Pre-requisite: MUIN 152 or equivalent 
Sequential Course: MUIN 262

MUIN 262 ADVANCED INSTRUMENTAL STUDIES I (PART 2) 
1 lec. 1 cr. 
This is the second in a two-part practical course, which develops the techniques leading to competence in performance on an instrument. Students will begin to show mastery of scales and pieces and will develop more advanced skills in aural awareness and musical phrasing. Music Majors Only. 
Pre-requisite: MUIN 261 or equivalent 
Sequential Course: MUIN 271

MUIN 271 ADVANCED INSTRUMENTAL STUDIES II (PART 1) 
1 lec. 1 cr. 
This is the first of a two-part course, which leads to competence in performance on an instrument. Students will establish a comprehensive knowledge of scales and high-level performance skills. Music Majors Only. 
Pre-requisite: MUIN 262 or equivalent 
Sequential Course: MUIN 272

MUIN 272 ADVANCED INSTRUMENTAL STUDIES II (PART 2) 
1 lec. 1 cr. 
This is the second part of a two-part course, which leads to competence in performance on an instrument. Student will establish a comprehensive knowledge of scales and high-level performance skills. Music Majors Only. 
Pre-requisite: MUIN 271 or equivalent 
Sequential Course: MUIN 381

MUIN 381 ADVANCED INSTRUMENTAL STUDIES III (PART 1) 
1 lec. 1 cr. 
This is the first of a two-part advanced practical course, which refines the techniques leading to the competence in performance on an instrument. The students will be expected to apply their understanding of performance and general musicianship to produce accomplished performances. Music Majors Only. 
Pre-requisite: MUIN 272 or equivalent 
Sequential Course: MUIN 382

MUIN 382 ADVANCED INSTRUMENTAL STUDIES III (PART 2) 
1 lec. 1 cr. 
This is the second in a two-part advanced practical course, which refines the techniques, leading to competence in performance on an instrument. The students will be expected to apply their understanding of performance and general musicianship to produce accomplished performances. Music Majors Only. 
Pre-requisite: MUIN 381 or equivalent 
Sequential Course: MUIN 382

PIANO STUDIES

MKEY 101 KEYBOARD SKILLS I 
2 lecs. 2 crs. 
This is the first in a three semester accelerated series in keyboard techniques. Emphasis is placed on developing skills in performance, sight-reading, accompanying and keyboard harmony. 
Pre-requisite: Acceptance into the programme/and/or permission of Lecturer/Chair. 
Sequential Courses: MKEY 121 and MKEY 131.

MKEY 121 KEYBOARD SKILLS II 
2 lecs. 2 crs. 
This is the second course in a three semester accelerated series in keyboard techniques. It builds upon skills and knowledge acquired in Keyboard Skills I. 
Pre-requisite: Acceptance into the programme/and/MKEY 101/or permission of Lecturer/Chair. 
Sequential Course: MKEY 121.

MUS 132 PIANO LAB III: INTERMEDIATE PIANO SKILLS III (PART 2) 
1 lec. 1 lab 1 cr. 
This is the second in a two-part sequence in the basic principles and techniques of the piano. It is a continuation in the technical skills acquired in MUS 131. Music Majors Only. 
Pre-requisite: MKEY 121 or permission of Lecturer/Chair. 
Sequential Course: MUS 141
MUS 141  PIANO LAB IV: INTERMEDIATE PIANO
SKILLS IV (PART 1)
1 lec. 1 lab 1 cr.
This is the first in a two-part sequence in the basic principles and techniques of the piano. It continues to provide the students with an intermediate level of skills acquired in MUS 132. Music Majors Only.
Pre-requisite: MUS 132 or permission Lecturer/Chair.
Sequential Course: MUS 142

MUS 142  PIANO LAB IV: INTERMEDIATE PIANO
SKILLS IV (PART 2)
1 lec. 1 lab 1 cr.
This is the second in a two-part sequence in the principles and techniques of the piano. It continues to provide the students with intermediate level skills acquired in MUS 141. Music Majors Only.
Pre-requisite: MUS 141 or permission of lecturer.
Sequential Course: MUS 151

MUS 151  PIANO LAB V: INTERMEDIATE PIANO
SKILLS V (PART 1)
1 lec. 1 lab 1 cr.
This is the first in a two-part sequence in the principles and techniques of the piano. Emphasis is placed on intermediate level skills in scales, performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUS 142 or permission of lecturer.
Sequential Course: MUS 152

MUS 152  PIANO LAB V: INTERMEDIATE PIANO
SKILLS V (PART 2)
1 lec. 1 lab 1 cr.
This is the second in a two-part sequence in the principles and techniques of the piano. Emphasis is on intermediate level skills in scales, performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUS 151 or permission of Lecturer/Chair.
Sequential Course: MUS 261

MUS 261  PIANO LAB VI: ADVANCED PIANO
SKILLS VI (PART 1)
1 lec. 1 lab 1 cr.
This is the first in a two-part sequence in the principles and techniques of the piano. It emphasizes advanced level skills in scales, performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUS 152 or permission of Lecturer/Chair.
Sequential Course: MUS 262

MUS 262  PIANO LAB VI: ADVANCED PIANO
SKILLS VI (PART 2)
1 lec. 1 lab 1 cr.
This is the second in a two-part sequence in the principles and techniques of the piano. It emphasizes advanced level skills in scales, performance, sight-reading and aural awareness. Music Major Only.
Pre-requisite: MUS 261 or permission of Lecturer/Chair.
Sequential Course: MUS 271

MUS 271  PIANO LAB VII: ADVANCED PIANO
SKILLS VII (PART 1)
1 lec. 1 lab 1 cr.
This is the first in a two-part sequence in advanced principles and techniques of the piano. It emphasizes advanced skills in scales, performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUS 262 or permission of Lecturer/Chair.
Sequential Course: MUS 272

MUS 272  PIANO LAB VII: ADVANCED PIANO
SKILLS VII (PART 2)
1 lec. 1 lab 1 cr.
This is the second in a two-part sequence in the advanced principles and techniques of the piano. It emphasizes advanced skills in scales, performance, sight-reading and aural awareness. Music Majors Only.
Pre-requisite: MUS 271 or permission of Lecturer/Chair.
Sequential Course: MUS 381

MUS 381  PIANO LAB VII: ADVANCED PIANO
SKILLS VII (PART 1)
1 lec. 1 lab 1 cr.
This is the first in a two-part sequence in advanced piano techniques and interpretation. It builds upon the skills acquired in MUS 272 to instil performance techniques. Music Majors Only.
Pre-requisite: MUS 272 or permission of Lecturer/Chair.
Sequential Course: MUS 382

MUS 382  PIANO SKILLS VIII: ADVANCED PIANO
SKILLS VII (PART 2)
1 lec. 1 lab 1 cr.
This is the second in a two-part sequence in advanced piano techniques and interpretation. It builds upon the skills acquired in MUS 381 to instil advanced performance techniques. Music Majors Only.
Pre-requisite: MUS 381 or permission of Lecturer/Chair.
Sequential Course: MUS 401

MUIN 100 – INSTRUMENTAL GROUP ENSEMBLE I
2 lecs. 2 crs.
This is the first of a practical course in two parts designed to improve the playing and reading skills of beginning instrumentalists. Students will demonstrate proper stand discipline and perform music in various styles including symphonic, popular, junkanoo (regional), jazz.
Pre-requisite: (Student must be possession of an appropriate musical instrument).

MUIN 101 – INSTRUMENTAL GROUP ENSEMBLE II
2 lecs. 2 crs.
This is the second of a practical course in two parts designed to improve the playing and reading skills of beginning instrumentalists. Students will demonstrate proper stand discipline and perform music in various styles including symphonic,
popular, junkanoo (regional), jazz. Pre-requisite: MUIN 100 or permission of Instructor.

**MUS 175 TRANSITIONAL MUSIC THEORY AND HISTORY I**
4 lecs. 4 crs.
The first part of a two-semester programme devised for students wishing to major in music. Harmony, Dictation, Composition, and History are studied in detail. Music Majors Only.
Pre-requisite: Grade II Theory (Trinity College of Music or Royal Society of Music) or satisfactory performance in the music placement examination.

**MUS 176 TRANSITIONAL MUSIC THEORY AND HISTORY II**
4 lecs. 4 crs.
A continuation of MUS 175. Music Majors Only.
Pre-requisite: MUS 175 or Grade IV Theory (Trinity College of Music or Royal Society of Music) or satisfactory performance in the music placement examination.
Sequential Course: MUS 175

**MUS 177 TRANSITIONAL MUSIC PRACTICAL I**
4 lecs. 3 crs.
The first part of a two-semester programme designed to cover all the basic aspects of musical training, involving keyboard harmony, percussion work, piano and vocal work. Designed for music majors.
Pre-requisite: Grade III Practical piano/voice, etc. Trinity College of Music or Royal Society of Music or satisfactory performance in the music placement examination.
Sequential Course: MUS 178

**MUS 178 TRANSITIONAL MUSIC PRACTICAL II**
4 lecs. 3 crs.
A continuation of MUS 177.
Pre-requisite: MUS 177 or Grade IV Practical (Trinity College of Music or Royal Society of Music) or satisfactory performance in the music placement examination.
Sequential Course: MUS 178

**MUS 179 INTERMEDIATE MUSIC THEORY AND HISTORY I**
4 lecs. 4 crs.
The first part of a two-semester programme designed to further the student's knowledge and understanding of the theoretical aspects of music. Four-part harmony to include all major and minor chords and the Dominant Seventh in all inversions. It also provides a study of music history from 1500-1750. Music Majors Only.
Pre-requisite: Satisfactory performance in the music placement examination or Grade IV Theory (Trinity College of Music or the Royal Society of Music.)
Sequential Course: MUS 280

**MUS 181 INTERMEDIATE PRACTICAL MUSIC I**
2 lecs. 2 labs 3 crs.
The first part of a two-semester programme designed to further the student's knowledge of the practical aspects of musical training, involving keyboard harmony, percussion work, piano and vocal work. Music Majors Only.
Pre-requisite: Satisfactory performance in the music placement exam, or Grade III or IV in a major instrument (Trinity College of Music or Royal Society of Music).

**MUS 184 CHORAL TECHNIQUES**
2 labs 1 cr.
This course is designed for students working to become members of the College of the Bahamas Choir. It provides training choral techniques and vocal development.
Pre-requisite: Acceptance into College of The Bahamas Choir

**MUS 187 BASIC MUSIC SKILLS**
3 lecs. 3 crs.
This course provides non-music majors with a basic knowledge of music through theoretical and practical work, which includes performance, listening, Recorder techniques, Piano techniques, Vocal techniques and composition.

**MUS 270 MUSIC THROUGH THE AGES**
3 lecs. 3 crs.
This course provides a general understanding of and appreciation for, the development of music from the medieval to the present, including aspects of Bahamian Music. It explores the relationship of the Arts and provides an historical overview of each period and its impact on the development of music.
Pre-requisite: ENG 119 and 2nd year standing.

**MUS 275 ADVANCED MUSIC I**
6 lecs. 6 crs.
This is the first part of a two-semester programme in which students cover all aspects of music, including the study of song writing with piano accompaniment, orchestration, analysis, study of set works, keyboard harmony, and dictation. Music Majors Only.
Pre-requisite: MUS 179, 181, 280, 282, or Grade VI Theory (Trinity College of Music; Royal Society of Music) or permission of Lecturer/Chair.

**MUS 276 ADVANCED MUSIC II**
6 lecs. 6 crs.
A continuation of MUS 275. Music Majors Only.

**MUS 280 INTERMEDIATE MUSIC THEORY AND HISTORY II**
4 lecs. 4 crs.
A continuation of MUS 179. Four-part harmony to include suspensions, the use of the Appoggiatura passing note, the harmonic aspect of the melodic minor scale. It also provides a study of the period in music history from 1750 to 1850, form and analysis of orchestral works, dictation of melody and two-part work. Music Majors Only.
Pre-requisite: MUS 179, Grade V Trinity College of Music or Royal Society of Music, or satisfactory performance in the music placement examination.

**MUS 282 INTERMEDIATE MUSIC PRACTICAL II**
2 lecs. 2 labs 3 crs.
A continuation of MUS 181. Music Majors Only.
Pre-requisite: MUS 181 or Grade V Trinity College of Music or Royal Society of Music in a major instrument.
MUS 300  BAHAMIAN MUSIC & FOLK CULTURE
3 lecs.  1 lab  3 crs.
This course examines the music and rich folk culture of The Bahamas emphasising the factors that impacted upon it. It provides practical work and research to instil a deeper understanding of and appreciation for the culture of The Bahamas.
Pre-requisite:  3rd year standing or permission of Lecturer/Chair.

MUS 301  CONDUCTING AND CHORAL SKILLS
4 lecs.  4 crs.
A practical, introductory course in conducting and working with groups of singers. It investigates different schools of conducting, score reading, choral repertoire, arrangement of music for choirs, use of the voice as a teaching instrument and aspects of choral singing. Music Majors Only.
Pre-requisite:  3rd year standing.

MUS 302  MUSIC TECHNOLOGY
2 lecs.  2 labs  3 crs.
This practical course in music technology introduces software for the computer. It investigates composing on the computer software to produce a portfolio of compositions and arrangements. Music Majors Only.
Pre-requisite:  3rd year standing.

MUS 400 – BAND LEADERSHIP
4 lecs.  4 crs.
This is a practical course in Band Leadership which investigates the skills and knowledge required to lead a wind band. Orchestration and arranging; conducting; score analysis and band repertoire; and leadership and management provide the core areas for investigation during the course.
Pre-requisite:  MUS 301

MUS 401  ADVANCED PERFORMANCE SKILLS I
2 lecs.  2 labs  3 crs.
This is the first in a two-part sequence in advanced performance techniques. It provides technical knowledge and expertise necessary for the professional stage. Music Majors Only.
Pre-requisite:  MUS 382 or permission of Lecturer/Chair.
Sequential Course:  MUS 402

MUS 402  ADVANCED PERFORMANCE SKILLS II
2 lecs.  2 labs  3 crs.
This is the second of a two-part sequence in advanced performance techniques. It prepares students for the professional stage and provides techniques in all areas of performance planning. Music Majors Only.
Pre-requisite:  MUS 401

MUS 404  MUSIC OF THE 20TH CENTURY: AN ANALYTICAL PERSPECTIVE
3 lecs.  3 crs.
This course examines specific developments in 20th century music in relation to period, style, and genre; promotes familiarity with a wide range of analytical techniques appropriate to the study of music; and examines the relationships between music, culture and society.
Pre-requisite:  4th year standing or permission of Lecturer/Chair.
The School of Education of The College of The Bahamas is committed to preparing teachers at all levels for The Commonwealth of The Bahamas. Not only will these professionals be competent in methodology and proficient in content, but also their lifestyles should reflect the values which, embody the moral and spiritual fabric of this nation.

The achievement of this goal is dependent upon the following:

(i) A new approach to the certification of teachers at the various levels—baccalaureate, graduate and postgraduate—whereby the final decision rests with a local authority.

(ii) An adequate number of faculty who, apart from their academic qualifications, possess a sound and well-rounded background in pedagogy and who are committed to the vision for The Teacher Education Programme.

(iii) Requisite physical accommodations and state of the art equipment in order to facilitate the proper education of teachers to function in an archipelagic nation.

The realisation of this stated goal should result in the establishment of a centre for Teacher Education, which will serve as a model for the region. The historical, geographical, economic and cultural background of The Bahamas makes it an ideal location for a Teacher Education centre. This centre will be a network for research, the development and publication of curriculum material and a clearinghouse for educational constancy.

**BACHELOR OF EDUCATION**

**SECONDARY CERTIFICATION** *(FOUR-YEAR FRAME)*

*OPTIONS:*

- Art (K-12)
- Business/Accounting
- Computer Information Systems

- Physical Education (K-12)
- English Language and Literature
- Mathematics
- Modern Language (French & Spanish)
- Music (K-12)
- Religion
- Social Studies

**BACHELOR OF EDUCATION ADVANCED PLACEMENT (Primary/Secondary)**

**BACHELOR OF EDUCATION PRIMARY CERTIFICATION (FOUR-YEAR FRAME)**

**DIPLOMA IN EDUCATION** *(SECONDARY CERTIFICATION)*

**PRE-SCHOOL TEACHERS’ AUXILIARY CERTIFICATE**

**CERTIFICATE IN PHYSICAL EDUCATION**

**GENERAL INFORMATION**

**PRIMARY CERTIFICATION**

Applicants to The College of The Bahamas who wish to be trained as Primary Teachers (Grades 1 – 6) are required to complete the four-year Bachelor of Education—Primary Certification Programme. This programme contains an option in various areas including Early Childhood or Special Education, to form a foundation for later in-depth specialization in these areas.

**SECONDARY CERTIFICATION**

(i) The School offers The Bachelor of Education - Secondary Certification.

(ii) High school graduates wishing to be secondary school teachers must obtain The Bachelor of Education, Secondary Degree in a teaching subject area (*see list of options).

(iii) Applicants with a Bachelor’s Degree from an approved institution in a teaching subject area (*see list) must complete the Diploma in Education (Secondary Certification) Programme. The Diploma in Education (Secondary) programme is offered on a part-time and full-time basis.
BACHELOR OF EDUCATION
ADVANCED PLACEMENT PROGRAMMES

PRIMARY
Applicants possessing

  EITHER

  (A)  A Primary Teachers’ Certificate from the Joint Board of Teacher Education/UWI along with three (3) GCE or BGCSE passes at “C” grade or above, (normally Bahamas Teachers’ College, San Salvador Teachers’ College graduates.)

  OR

  (B)  An Associate of Arts – General Studies Degree and Teachers’ Certificate from the Joint Board of Teacher Education in either Primary or Early Childhood Education—The College of The Bahamas’ Associate of Arts—Teachers’ Certificate (AATC) Programmes—will be awarded Advanced Placement in The Bachelor of Education (Primary) Programme.

This is an 18-month full-time programme but can also be taken on a part-time basis.

SECONDARY
Applicants possessing

  EITHER

  (A)  A Junior Secondary Teachers’ Certificate from the Joint Board of Teacher Education/UWI in one or more of the teaching subject areas (*see list) and three (3) GCE or BGCSE passes at “C” grade or above, (normally Bahamas Teachers’ College or San Salvador Teachers’ College graduates.)

  OR

  (B)  An Associate of Arts Degree and Teachers’ Certificate in one or more of the teaching subject areas (*see list)—The College of The Bahamas’ Associate of Arts—Teachers’ Certificate (AATC) Programmes—will be awarded advanced placement in the appropriate Bachelor of Education Secondary Programme.

These are 18 month full-time programmes but can also be taken on a part-time basis.

PRE-SCHOOL TEACHER’S AUXILIARY CERTIFICATE PROGRAMME
Applicants to this two-year part-time programme, which is used to certify all early childhood personnel who work in Child Care Centres and Nurseries, need to meet the following admissions criteria:

  (A)  Have a minimum of three BJC passes, including English Language and Mathematics, all obtained in no more than two (2) sittings.

  (B)  Have worked in the field of Pre-school Education for at least two years.

  (C)  Have College Preparatory Placement in English and Mathematics.

NB: Upon successful completion of this certificate, students may apply for matriculation into COB’s Bachelor of Education Primary Certification Programme.

CERTIFICATE IN PHYSICAL EDUCATION
This is a one year programme that allows the student to be able to transfer with a 2:00 GPA into the B.Ed. Secondary Certification Programme with a Physical Education Option.

Students must have a minimum of seven (7) BJC passes, including Math and English.

OUTLINE OF PROGRAMMES

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EDU 020 Computer Literacy 0crs
EDU 200 The Exceptional Learner 3crs
EDU 228 Music & Art-Primary School 3crs
EDU 271 Numeracy Development I 3crs
Free Lower Elective 3crs
EDU 240 Literacy Development I 3crs
ENG 301 Advanced Writing 3crs

EDU 325 Foundation and Fundamentals of Education 3crs
EDU 311 Physical and Health Education For Teachers 3crs

Option I
EDU 328 Introduction to Education Research 3crs
EDU 318 Classroom Techniques and Management 3crs
EDU 356 Religious Studies In the Primary School 3crs
EDU 351 Social Studies In the Primary School 3crs
EDU 300 Information Technology for Teachers 3crs

Option II
EDU 363 Science Teach. In Primary School 3crs
EDU 418 Education Assessment 3crs
EDU 431 Literacy Dev. II 3crs
EDU 471 Numeracy Dev. II 3crs

Option III
EDU 490 Final Teaching Practice 15crs

Total........................................... 120 Credits

BACHELOR OF EDUCATION PRIMARY - ADVANCED PLACEMENT

Students possessing an Associate of Arts Degree with a Teachers' Certificate (AATC) in Primary Education from The College of The Bahamas may apply for advanced placement in this Programme.

EDU 020 – Computer Literacy 0crs
EDU 3-- Major Content 3crs
EDU 3— Major Content 3crs
EDU 311 Physical and Health Education for Teachers 3crs
EDU 301 Advanced Writing 3crs
EDU 494 Exceptional Learners In the Primary School 3crs
EDU 4-- Major Content 3crs
EDU 4---Major Content 3crs
EDU 471 Numeracy Development II 3crs
EDU 431 Literacy Development II 3crs
EDU 421 Man and the Environment -- An Integrated Course 3crs
EDU 300 Information Technology For Teachers 3crs
EDU 420 Classroom Techniques and Management II 9crs

Total ........................................... 42 Credits

BACHELOR OF EDUCATION SECONDARY CERTIFICATION/K-12 CERTIFICATION

LIBR 013 Library Orientation 0crs
COUN 001 Student Dev. Seminar. 0crs
ENG 119 College English Skills I 3crs
MATH 140 College Mathematics 3crs
EDU 101 The Teaching Profession 3crs
Major Content 3crs
Elective (Lower) 3crs

ENG 120 College English Skills II 3crs
EDU 227 Speech & Drama for Teach. 3crs
Major Content 3crs
General Education (NASC) 3crs
Elective (Lower) 3crs

Major Content 3crs
Major Content 3crs
EDU 020 Computer Literacy 0crs
Major Content 3crs
General Education (SOSC) 3crs

EDU 300 Information Tech. For Teach. 3crs
Major Content 3crs
Major Content 3crs
EDU 301 Advanced Writing 3crs
EDU 311 Physical and Health Education for Teachers 3crs
EDU 326 Sociology of Education 3crs
EDU 328 Introduction to Education Research Methods 3crs
Major Content 3crs
Major Content 3crs
EDU 325 Found. & Fund. Of Education 3crs
EDU 329 Educational Psychology 3crs
EDU 318 Classroom Tech. And Mgmt. 3crs
EDU 3-- Methods I/K-12 Sec/Prim. 3crs
Major Content (400 Level) 3crs
EDU 4... Literacy Development II 3crs
EDU 418 Educational Assessment 3crs
EDU 492 Exceptional Learners in Secondary School 3crs
EDU 4-- Methods II/K-12 Sec./Prim. 3crs
Major (400 Level) 3crs
EDU 490 Final Teaching Practice 15crs

Total ........................................... 120 Credits (minimum)
BACHELOR OF EDUCATION, SECONDARY/K-12
ADVANCED PLACEMENT

Applicants possessing an Associate of Arts Degree/Teachers’ Certificate (AATC) in Secondary Education from The College of The Bahamas may apply for advanced placement in the Bachelor of Education Secondary Programme.

Major Content (300-level) 3crs
Major Content (300-level) 3crs
EDU 311 Physical & Health Education for Teachers 3crs
ENG 301 Advanced Writing 3crs
EDU 326 Sociology of Education 3crs
EDU 020 Computer Literacy 3crs
EDU 300 Information Technology for Teachers 3crs
EDU 492 Exceptional Learners in Secondary School 3crs
EDU 4.. Literacy Strategies 3crs
EDU 4... Methods II/K-12 (Prim./Sec.) 3crs
EDU 300 Information Technology for Teachers 3crs
EDU 420 Classroom Techniques and Management II 3crs

Total ........................................ 42 credits

DIPLOMA IN EDUCATION

Admission to programme requires applicants to have: (a) A Bachelor’s or Master’s degree in a teaching content area. (b) a minimum ‘c’ grade in content area otherwise will be required to make up deficiencies.

EDU 325 Foundation & Fundamentals of Education 3crs
EDU 020 Computer Literacy 0crs
EDU 429 Advanced Educational Psychology 3crs
EDU 4.. Models for Teaching and Learning 3crs
EDU 431 Literacy Development II 3crs
EDU 418 Education Assessment 3crs
EDU 300 Info. Technology For Teachers 3crs
EDU 493 Diploma in Education Practicum 12crs

Total ........................................ 30 credits

PRE-SCHOOL AUXILIARY TEACHER’S CERTIFICATE

YEAR 1 (Fall Semester)

ENG 016 Intermediate English I 0crs
MATH 047 College Prep Math II 0crs

YEAR 1 (Spring Semester)

ENG 017 Intermediate English II 0crs
MATH 048 College Prep Math III 0crs

YEAR 1 (Summer Session)

EDUC 004 Strategies of Early Childhood Development 0crs
*SCI 154 Gen. Science for Primary Teachers I 3crs

YEAR 2 (Fall Semester)

ECED 003 Integrated Course Speech/Drama/Infant & Toddler Care/Art and Craft/Music 0crs

YEAR 2 (Spring Semester)

*EDU 120 Survey of Child Development 3crs
BIO 071 College Prep Biology 0crs

YEAR 2 (Summer Session)

ECED 005 Practicum 0crs

Total ..........................................6 Credits
N.B. Programme must be completed with a minimum GPA of 2.00
*Course transferable to the Bachelor of Education Primary Certification Programme.

CERTIFICATE IN PHYSICAL EDUCATION

YEAR 1 Fall Semester

BIO 071 College Prep. Biology 0crs
*EDU 101 Introduction to the Teaching Profession 3crs
ENG 016 Intermediate English I 0crs
MATH 047 College Prep. Math II 0crs
*PED 173 Team Games I 3crs
LIBR 013 Library Orientation 0crs

YEAR 1 Spring Semester

*PED 143 Swimming 3crs
ENG 017 Intermediate English II 0crs
MATH 048 College Prep. Math III 0crs
*PED 174 Team Games II 3crs
EDUC 021 First Aid 0crs
COUN 001 Student Development
Seminar 0 crs
(full-time students only)

Total ................................................. 12 Credits

*Credits transferable to B. Ed Secondary Certification Programme – Physical Education Option.

*Relevant Courses

SCHOOL OF EDUCATION (SEDUC)

COURSE DESCRIPTIONS

EDU 020 - COMPUTER LITERACY FOR TEACHERS
Lec. 0 Lab. 2 0 crs.
An introduction to computer concepts and a practical understanding of computer applications.
Pre-requisite: None

EDU 101 – THE TEACHING PROFESSION
3 blocks of lectures and/or lab. 3 crs.
This course introduces students to the dynamics of the teaching profession. It provides them with a theoretical foundation, an overview of the Bahamian Educational System and observational experience.
Pre-requisite: Admission to B.Ed. Programme

EDU 120 - SURVEY OF CHILD DEVELOPMENT
4 lec. 3 crs.
An overview of the sequences of children’s growth in the physical, cognitive, emotional and social domains and an introduction to the principles of development and psychological theories. Students will gain a basic understanding of human development as it relates to the teaching--learning process.
Pre-requisite: Admission to B.Ed. Programme

EDU 200 - THE EXCEPTIONAL LEARNER
Lec. 4 3 crs.
The purpose of this course is to provide an overview of Special Education and to acquaint students with the methods for identifying, planning for and working effectively with the special needs population in the regular primary educational setting.
Pre-requisite: EDU 120

EDU 210 – ADVANCED FIRST AID
Lec. 3 Lab. 2 3 crs.
An Advanced First Aid course which focuses on the history of the Red Cross Society and on the skilled applications of accepted principles of treatment required to deal with casualties until placed in the care of certified/qualified health personnel.

Pre-requisite: Admission to B.Ed. Programme/Permission of Chairperson/Lecturer

EDU 227 – SPEECH AND DRAMA FOR TEACHERS
Lec. 3 Lab. 1 3 crs.
This practical course is designed to provide basic experiences in Speech and Drama through literacy for pre-service and in-service teachers. It stresses the role and value of speech and drama in literacy through practical mastery and application in the classroom.
Pre-requisite: None

EDU 228 – MUSIC & ART IN THE PRIMARY SCHOOL
2 Lec. 2 lab. 3 crs.
This course introduces prospective teachers to the discipline of Music, Art and Drama in an integrated environment. Focus is on the development of strategies for utilizing each, in concert with each other, in ways, which can contribute to the education and development of children.
Pre-requisite: None

EDU 230 DEVELOPMENT READING
3 lec. 1 tut. 3 crs.
This course examines the role development plays in literacy acquisition. It seeks to assist students in establishing a philosophy of literacy based on developmentally appropriate principles supporting literacy growth, including language development, reading/writing connection and integration of literacy across the curriculum.
Pre-requisite: None

EDU 240 LITERACY DEVELOPMENT I
3 lec. 1 tut. 3 crs.
This course focuses on literacy acquisition of learners. Students will explore the use of appropriate instructional strategies and practices that facilitate the development of literacy through concept development using reading and writing as processes to help learners construct meaning.
Pre-requisite: EDU 230

EDU 250 – GEOGRAPHY SKILLS
3 Lec, Lab. 0 Tut. 1 3 crs.
This course, specifically designed for prospective primary school teachers, is an introduction to fundamental practical skills in geography. It focuses on the location, acquisition, organisation, analysis and interpretation of geographic data.
Pre-requisite: Second Year Standing

EDU 271 – MATHEMATICS IN THE EARLY PRIMARY SCHOOL – NUMERACY I
Lec. 2 Lab. 2 3 crs.
This is the first course designed to prepare student teachers to teach Mathematics in the Primary School system. Subject matter includes the content and methodology needed to teach grades K-3. Emphasis is on problem solving, investigation and thematic approaches. 

Pre-requisite: MATH 140

EDU 300 - INFORMATION TECHNOLOGY FOR TEACHERS
2 lec. 2 lab.  3 crs.
This course aims to identify available instructional materials, including educational software, and to enable students to differentiate the roles of media in the learning process. Students will use, produce and evaluate educational media and learn equipment operation. Application, utilisation and management of microcomputers in educational settings are an integral course components.

Pre-requisite: Third Year Standing

EDU 308 – PHYSICAL EDUCATION IN THE PRIMARY SCHOOL
Lec. 2 Lab. 2  3 crs.
This course focuses on the development of a variety of teaching techniques methods and current theories as they affect student learning and behaviour in Physical Education. Student teachers’ personal and professional development will be enhanced so as to deliver their subject matter effectively.

Pre-requisite: None

EDU 310 - FUNDAMENTALS OF EDUCATION
4 lec.  3 crs.
An overview of the origins and history of educational systems: their philosophies, goals, structures and functions. The characteristics of learners and various approaches to teaching are analysed. The role of the curriculum, goals of education, teacher professionalism and school organization in The Bahamas are investigated. Observation and fieldwork constitute important elements of the course.

Pre-requisite: Third Year Standing

EDU 311 - PHYSICAL AND HEALTH EDUCATION FOR TEACHERS
3 lec.  3 crs.
This course deals with current practices in physical education, personal, school and community health. It provides students with an understanding of healthy lifestyles upon which they can build sound principles of instruction. Ways of integrating such an understanding in the teaching of Physical Education are explored.

Pre-requisite: Third Year Standing

EDU 318 - TECHNIQUES AND THE TEACHING EXPERIENCE I
3 blocks of lectures and/or lab  3 crs.
This course focuses on the nature of teaching and learning and its effect on students’ behaviour. It is designed to allow student teachers freedom to explore the art and science of teaching and the diverse ways that learners acquire understandings in a variety of environments.

Pre-requisite: Third Year Standing

EDU 323 – MUSIC METHODS FOR THE PRIMARY SCHOOL
Lec:  2  Lab:  2                        3 crs.
A practical and creative approach to the teaching of music in kindergarten through grade six. The course explores the development of musical growth in children and techniques of teaching music effectively within the classroom situation.

Pre-requisite: Third Year Standing.

EDU 324 - EDUCATION FOUNDATIONS
4 lec.  3 crs.
For teachers to become active participants and productive members of the education system of which they are a part, it is necessary that they understand its beginning, how it has developed, the factors and forces influencing its development as well as the functions and goals towards which it is directed. Additionally, it is also important that teachers develop the habit of examining the system in order to clarify and thus to fully understand the concepts, theories and principles that guide education as well as the problems which operate to inhibit the system.

Pre-requisite: Third Year Standing

EDU 325 – FOUNDATION & FUNDAMENTALS OF EDUCATION
Lec. 3 Lab. 1  3 crs.
The aim of this course is to help students develop an understanding of the beginning of education, the stage of development in contemporary society, its direction in the future, and the principles that guide the planning and practice of education.

Pre-requisite: Admission to Programme

EDU 326 – SOCIOLOGY OF EDUCATION
Seminar/Lec. 3  3 crs.
This course focuses on the role of education generally, and schooling specifically, in reproducing and changing prevailing social structures and cultures. Students examine the function of the school, its environment, and the formal and contemporary policy issues from sociological perspectives.
Pre-requisite: EDU 324/325

**EDU 328 – INTRODUCTION TO EDUCATIONAL RESEARCH METHODS**
Lec. 3. Lab. 1  3 crs.
This course will introduce the rich variety of methods, which are available to the educational researcher and illustrate the importance of research for educational knowledge and practice. It will seek to develop skills of comprehension, analysis, interpretation and synthesis in a research setting.
Pre-requisite: ENG 301

**EDU 329 - EDUCATIONAL PSYCHOLOGY**
4 lec.  3 crs.
An introductory course whose main aim is to give students a basic understanding of the nature of human behaviour as it relates to the teaching-learning process. Students will be expected to relate psychological theories and issues to local environmental experiences.
Pre-requisite: Third Year Standing

**EDU 330 - PHYSICAL EDUCATION IN THE SECONDARY SCHOOL I**
3 blocks of lectures and/or lab  3 crs.
A preparation for teaching physical education in the secondary school. The course includes planning, teaching methods, class organisation and management in physical education. Special attention is given to the principles of coaching and teacher effectiveness.
Pre-requisite: Third Year Standing

**EDU 335 - LANGUAGE ARTS IN THE SECONDARY SCHOOL**
3 blocks of lectures and/or lab  3 crs.
The teaching of writing and reading as integrated and practical perspectives on teaching English, exploring writing/reading workshops, experiencing and reflecting own writing/reading processes and cultivating a broad repertoire of teaching strategies will be addressed.
Pre-requisite: Third Year Standing

**EDU 340 - RELIGIOUS EDUCATION IN THE SECONDARY SCHOOL I**
3 blocks of lectures and/or lab  3 crs.
This course is the first in a two-part sequence that provides students with the knowledge and skills, which will equip them to teach Religious Education to adolescents in the secondary school.
Pre-requisite: Third Year Standing

**EDU 345 - SOCIAL STUDIES, GEOGRAPHY AND HISTORY IN THE SECONDARY SCHOOL I**
3 blocks of lectures and/or lab  3 crs.
This course is the first of a two-part sequence that provides students with the skills to teach Social Studies, Geography and History in the secondary schools. The focus includes an investigation of the nature of Social Studies, Geography and History and the construction of learning packages for these areas.
Pre-requisite: Third Year Standing

**EDU 350 - BUSINESS STUDIES IN THE SECONDARY SCHOOL I**
3 blocks of lectures and/or lab  3 crs.
This course covers the foundation for teaching business education. It deals with the history, development and purposes for the learning processes, principles and systems underlying instruction in the field, research and the related areas of work study programmes and professionalism.
Pre-requisite: Third Year Standing

**EDU 351 - SOCIAL DEVELOPMENT**
3 blocks of lectures and/or lab  3 crs.
This course is designed to prepare participants for their role in nurturing the social development of students in the primary school. They will be introduced to the goals and strategies for teaching the subjects of Social Studies and Family Life.
Pre-requisite: Third Year Standing

**EDU 352 - VALUES DEVELOPMENT**
4 lec.  3 crs.
This course explores the interpretations given to central human values. The response of religious traditions (and other secular alternatives) to these issues and the role of the values clarification in the educational process are examined.
Pre-requisite: Third Year Standing

**EDU 355 - MUSIC IN THE SECONDARY SCHOOL I**
3 blocks of lectures and/or lab  3 crs.
This course provides students with an understanding of the development of children, especially adolescents, and its implications for music teaching. Students will gain skills in class management and the designing of a listening programme, which will include Bahamian music forms.
Pre-requisite: Third Year Standing

**EDU 356 – RELIGIOUS EDUCATION IN THE PRIMARY SCHOOL**
3 Lec. Lab. 1  3 crs.
This course will provide students with the knowledge and skills, which will equip them to teach the National Religious Curriculum to students in the primary school.
Pre-requisite: None

EDU 360 - HOME ECONOMICS IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
The first of a two-part methodology sequence covering the history of Home Economics in The Bahamas. The course will focus on food and nutrition, human growth and development, management and consumerism, housing, furnishings and equipment, textile and clothing.
Pre-requisite: Third Year Standing

EDU 361 - SCIENCE IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
This course is the first in a two-part sequence designed to prepare student teachers for teaching science in the secondary schools. Subject matter includes planning for science teaching, classroom observation and practice, mastery of content, methodology and assessment of topics contained in the BGCSE Science Programme.
Pre-requisite: Third Year Standing

EDU 363 - SCIENCE TEACHING IN THE PRIMARY SCHOOL
3 blocks of lectures and/or lab  3 crs.
The course introduces student teachers to the nature of science through lively integration of content, process and scientific attitudes. It also seeks to develop among the participants a greater confidence in working meaningfully in science with children in an inter-disciplinary context.
Pre-requisite: Third Year Standing

EDU 365 - MATHEMATICS IN THE SECONDARY SCHOOL PART I
3 blocks of lectures and/or lab  3 crs.
This course is the first in a two-part sequence designed to prepare student teachers for teaching mathematics in the secondary schools. Subject matter includes lesson planning, classroom observation and practice, mastery of content and methodology of topics contained within the BGCSE mathematics programme.
Pre-requisite: Third Year Standing

EDU 370 - VISUAL ARTS IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
This is the first course in a two-part sequence that explores modern art education theory and methodology. Appreciation for the visual arts and one's culture are also important aspects along with learning the visual language.
Pre-requisite: Third Year Standing

EDU 375 - MODERN LANGUAGES IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
This course is designed to provide background information on language learning theory practices and approaches to language teaching. Important themes, developments and concerns are presented with a view to providing an integrated perspective of language learning and teaching.
Pre-requisite: Third Year Standing

EDU 380 - DANCE IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
This course is the first in a two-part sequence that aims to provide basic theoretical and physical dimensions of dance and learning opportunities that present the multidimensional nature of dance. Students will have the opportunity to explore the theory of various dance methodologies for use in the secondary school.
Pre-requisite: Third Year Standing

EDU 385 - COMPUTER STUDIES IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
The course prepares students to teach computing and also addresses the need for appropriate software throughout education. Students will develop appropriate educational software and implement patterns of use for computers at various levels of formal education.
Pre-requisite: Third Year Standing

EDU 387 - TECHNOLOGY EDUCATION IN THE SECONDARY SCHOOL I
3 blocks of lectures and/or lab  3 crs.
This course is the first in a two-part sequence. Students are exposed to the historical development of technology education, its continued development, the role of the teacher, learning theory, instructional methods, classroom management, planning and teaching.
Pre-requisite: Third Year Standing

EDU 401 – MODELS FOR TEACHING AND LEARNING IN COMPUTER STUDIES
2 Lec. Lab. 2.  3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they influence student learning and behaviour in Computer Studies. The student teacher's personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 403 – MODELS FOR TEACHING & LEARNING IN HOME ECONOMICS
2 Lec. Lab. 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they affect student learning and behaviour in Home Economics. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 404 – MODELS FOR TEACHING & LEARNING IN LANGUAGE ARTS
2 Lec. Lab. 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they affect student learning and behaviour in Language Arts. The student teachers’ personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 405 – MODELS FOR TEACHING AND LEARNING IN MATHEMATICS
2 Lec. Lab. 1 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they affect student learning and behaviour in Mathematics. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to B.Ed. Programme

EDU 406 – MODELS FOR TEACHING AND LEARNING IN MUSIC
2 Lec. 2 Lab. 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they impact upon student learning and behaviour. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 410 – MODELS FOR TEACHING AND LEARNING IN FOREIGN LANGUAGES
Lec: 3 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they affect student learning and behaviour in Foreign Languages. Student teacher’s ability to deliver their subject matter will be enhanced through personal and professional development.
Pre-requisite: Admission to Diploma Programme

EDU 412 – MODELS FOR TEACHING & LEARNING IN RELIGIOUS STUDIES
2 Lec. Lab. 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they impact student learning and behaviour in Religious Studies. The student teachers’ personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 413 – MODELS FOR TEACHING AND LEARNING IN SCIENCE
2 Lec. Lab. 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they impact upon student learning and behaviour in Science. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 414 – MODELS FOR TEACHING & LEARNING IN GEOGRAPHY, HISTORY & SOCIAL STUDIES
2 Lec Lab. 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they impact upon student learning and behaviour in Geography, History and Social Studies. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 415 – MODELS FOR TEACHING AND LEARNING IN BUSINESS EDUCATION
2 Lec. Lab 2 3 crs.
This course focuses on the development of a variety of teaching techniques, methods and current theories as they impact upon student learning and behaviour in Business Education. The student teacher’s personal and professional development will be enhanced so as to deliver their subject matter effectively.
Pre-requisite: Admission to Diploma Programme

EDU 417 - INTRODUCTION TO MEASUREMENT AND RESEARCH
4 Lec. 3 crs.
Basic principles of educational measurement and research methodology, and their role in formal education; techniques and strategies used in the measurement of the outcomes of learning; understanding basic research designs.
Pre-requisite: EDU 329, EDU 310 (Dip Ed.)
EDU 418 – EDUCATIONAL ASSESSMENT
3 Lec. Lab. 1 3 crs.
Students are introduced to the basic principles of educational assessment including techniques and strategies used in the assessment of the outcomes of learning. They are also introduced to some of the basic principles and techniques of research methodology.
Pre-requisite: Admission to Diploma Programme

EDU 419 – TECHNIQUES AND THE TEACHING EXPERIENCE II
3 blocks of lectures and/or lab 3 crs.
This course, a sequel to 318, examines the nature of teaching and learning. It is designed to allow student teachers to reflect on their professional development and to implement their understandings of development, appropriate practices and teaching strategies to enhance student learning and motivation.
Pre-requisite: EDU 318

EDU 420 – CLASSROOM TECHNIQUES & MANAGEMENT II
Field Placement 9 crs.
This course provides trained teachers with the opportunity to reflect upon their experiences in the field with respect to teaching and learning. Participants will be required to demonstrate their understanding of the diverse ways that learners acquire knowledge and to implement best practices in classroom techniques and management.
Pre-requisite: Completion of all coursework

EDU 421 – MAN AND THE ENVIRONMENT—AN INTEGRATED PROCESS
3 Lec. Lab. 1 3 crs.
This course is designed to equip students for careful examination of their environment—past and present—in order to develop decision-making and thinking skills. Strategies to enhance values for good citizenship using science, social studies and family life will be integrated.
Pre-requisite: Admission to B.Ed. Programme

EDU 425 - THE SCHOOL CURRICULUM
4 Lec. 3 crs.
This course introduces students to the notion of curriculum as a concept and the place it holds in the school setting. Students will be exposed to different views of curriculum elements, influences on the curriculum and the nature of the curriculum process - formulation, assessment, setting of priorities, developing goals and objectives, selecting from alternatives, action planning, implementation, evaluation. They will also be introduced to various conceptual frameworks that can be used in the analysis of curriculum documents and the making of curricular decisions.
Pre-requisite: EDU 324/300 Level courses

EDU 429 – ADVANCED EDUCATIONAL PSYCHOLOGY
3 Lec. Lab 1 3 crs.
This course explores developmental aspects of human psychology relating to educational practice. Emphasis is placed on the application of domains of learning to planning, instruction and assessment. Within this context, exceptional students will be addressed.
Pre-requisite: Admission to Diploma Programme

EDU 430 - PHYSICAL EDUCATION IN THE SECONDARY SCHOOL II
3 blocks of lectures and/or lab 3 crs.
This course is the second of a two-part sequence which prepares Physical Education majors to teach in secondary schools. Additional emphasis is placed on the organisation, management and implementation of the Physical Education Programme in the secondary school.
Pre-requisite: EDU 330

EDU 431 - LITERACY DEVELOPMENT II
3 Lec. 1 Tut. 3 crs.
This course assists student teachers in acquiring appropriate development reading instructional strategies and practices that facilitate literacy growth of learners. Student teachers are expected to demonstrate relevant instructional practices through the integration of a variety of texts and disciplines
Pre-requisite: Acceptance into Bachelor of Education Programme 4th year standing and permission of Chairperson and Instructor.

EDU 432 – KINESIOLOGY
Lec. 3 3 crs.
This course focuses on a study of muscular action and the mechanics of body movements involved in a variety of actions. Selected physical activities are reviewed and the effect of muscular and gravitational forces is examined.
Pre-requisite: Admission to B.Ed. Programme

EDU 433 – RECREATION AND LEISURE
Lec. 3 Lab. 1 3 crs.
This course is designed to meet the needs of students pursuing an interest in recreational
services. It gives a general survey of the outdoor services and recreational movement.
Pre-requisite: None

**EDU 435 LANGUAGE ARTS IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This is the second part of a two course sequence in the teaching of Language Arts. Participants experience and reflect on their own writing and reading processes and cultivate a repertoire of teaching strategies based on actual instructional experience with children in the classroom.
Pre-requisite: EDU 335

**EDU 440 - RELIGIOUS EDUCATION IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This course is the second in a two-part sequence that provides students with the knowledge and skills, which will equip them to teach Religious Education to adolescents in the secondary school.
Pre-requisite: EDU 340

**EDU 442 - READING IN THE CONTENT AREA**
4 lec.  3 crs.
This course is designed to enable teachers to assist in developmental reading instruction, as well as to develop techniques suitable for teaching content information to pupils who lack functional reading skills needed in both academic and practical subjects.
Pre-requisite: None

**EDU 445 - SOCIAL STUDIES GEOGRAPHY AND HISTORY IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This course is the second in a two-part sequence that provides students with the skills, which will equip them to teach Social Studies, Geography and History in the secondary school. Greater focus is placed on practicum opportunities.
Pre-requisite: EDU 345

**EDU 450 - BUSINESS STUDIES IN SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This course applies the principles of Business Education to various business subjects. It covers specific teaching methods and techniques, curriculum, course, unit and lesson planning, and the preparation of teaching materials including construction of effective visual aids and bulletin boards.
Pre-requisite: EDU 350

**EDU 455 - MUSIC IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
A practical and creative approach to the teaching of Music in the secondary schools. This course further provides a study of the B.J.C. and BGCSE curricula and emphasise the importance of Bahamian music in the music programme.
Pre-requisite: EDU 355

**EDU 460 - HOME ECONOMICS IN THE SECONDARY SCHOOL II**
3 blocks of lectures and labs.  3 crs.
This second course in a two-course sequence focuses on teaching skills, evaluative processes and strategies relevant to effective delivery of the BGCSE Home Economics syllabus. It promotes the personal and professional development of students through fieldwork incorporating journal presentations.
Pre-requisite: EDU 360

**EDU 461 - SCIENCE IN SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This is the second in a two-part sequence designed to prepare student teachers for teaching Science in the secondary school. Subject matter includes science-reporting skills, assessing science learning, managing the science laboratory and designing practicals.
Pre-requisite: EDU 361

**EDU 465 - MATHEMATICS IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
The second in a two-part sequence designed to prepare student teachers for teaching Mathematics in the secondary school. Subject matter includes teaching mathematics within a six-week practicum, review of content of 10, 11 and 12 grades for BGCSE and forces which determine the Mathematics Curricula.
Pre-requisite: EDU 365

**EDU 470 - VISUAL ARTS IN THE SECONDARY SCHOOL II**
3 blocks of lectures and/or lab  3 crs.
This is part two of a two-part sequence that explores modern Art education theory and methodology. Appreciation for the visual arts and one’s culture are also an important aspect along with learning the visual language.
Pre-requisite: EDU 370

**EDU 471 - MATHEMATICS IN THE UPPER PRIMARY SCHOOL – NUMERACY II**
2 Lec. Lab. 2  3 crs.
This is the second course designed to prepare student teachers to teach Mathematics in the...
Primary School System. Subject matter includes the content and methodology needed
Pre-requisite: EDU 271

EDU 475 - MODERN LANGUAGES IN THE SECONDARY SCHOOL II
3 blocks of lectures and/or lab 3 crs.
This course is designed to provide practice in using a variety of strategies, techniques and methods in teaching a foreign language. The goal is for students to develop a bank of activities and ideas for teaching in the classroom.
Pre-requisite: EDU 375

EDU 480 - DANCE IN THE SECONDARY SCHOOL II
3 blocks of lectures and/or lab 3 crs.
The focus of this second course in a two-part sequence is to provide students with the opportunity to examine and experience a variety of teaching methods and approaches currently used in secondary schools.
Pre-requisite: EDU 380

EDU 485 - COMPUTER STUDIES IN THE SECONDARY SCHOOL II
3 blocks of lectures and/or lab 3 crs.
This course prepares teachers to teach computing. Students will develop appropriate educational software and implement patterns of use for computers by individuals with special needs. Students will develop and implement school-wide consultant programmes and national networking plans for computer teachers.
Pre-requisite: EDU 385

EDU 487 - TECHNOLOGY EDUCATION IN THE SECONDARY SCHOOL II
3 blocks of lectures and/or lab 3 crs.
This course is the second in a two-part sequence. Students are exposed to the current trends in Technology Education, computers, extended practicum experiences, creation of audio/visual aids, facilities management, teaching various fields of study, course development and review.
Pre-requisite: EDU 387

EDU 490 – FINAL TEACHING PRACTICE
Field Placement 15 crs.
This practicum for prospective B.Ed. Primary/Secondary/K-12 teachers provides an opportunity for participants to demonstrate appropriate learning and teaching strategies. Emphasis is on the development of skills and strategies including communication, methodology, classroom management and assessment.
Pre-requisite: Completion of all coursework

EDU 491 – PRACTICUM
Field placement: Primary/Secondary 15 crs.
This practicum provides an opportunity for the participants to demonstrate new understandings of appropriate learning and teaching strategies. Emphasis is placed on the development of skills, including communication, methodology, classroom management and assessment, that enhance delivery of content. Professional ethics is stressed.
Pre-requisite: Teachers’ Certificate

EDU 492 - WORKSHOP IN EDUCATION
3 Lec. 1 lab. 3 crs.
The aim of this course is to help students develop an awareness of contemporary issues in education. Workshop topics will vary from year to year and will be of relevance to the practicum experience.
Pre-requisite: Acceptance into Diploma Programme

EDU 492 - WORKSHOP IN EDUCATION EDUCATING EXCEPTIONAL LEARNERS
3 Lec. 1 lab. 3 crs.
The purpose of this course is to acquaint students with the methods for identifying, planning for and working effectively with the special needs population (i.e. handicapped, gifted and talented, learning disabled, social-behavioural disabled) in the regular secondary educational setting.
Pre-requisite: Acceptance into Diploma Programme/Bachelor’s Education – Advanced Placement

EDU 493 – DIPLOMA IN EDUCATION PRACTICUM
Field Placement 15 Crs.
Students, through this culminating practicum, will be expected to demonstrate understandings of appropriate learning and teaching strategies, and skills in communication, methodology, classroom management and assessment. Professional ethics and conduct are also stressed.
Pre-requisite: (a) Successful completion of all 300-level courses in Diploma in Education—full-time. (b) Successful completion of all 300-level courses in the Diploma in Education and EDU 442, EDU 425 and EDU 492—Part-time.

EDU 494 – EXCEPTIONAL LEARNER IN THE PRIMARY SCHOOL
3 Lec. Lab. 1 3 crs.
This course provides an overview of Special Education to acquaint students with the methods for identifying, planning for and working effectively with the special needs population in the regular primary school educational setting.
Pre-requisite: Admission to B.Ed. Programme

SPED 301 CURRICULUM DEVELOPMENT FOR THE EXCEPTIONAL LEARNER
3 Lecs. 1 tut. 3 crs.
This course presents an overview of curriculum development for individuals with exceptional learning needs at different maturation levels. Students engage in identification and critical analysis of existing curricula, methods, and materials. Curriculum evaluation models will be discussed.
Pre-requisite: SPED 303

SPED 302 - STRATEGIES FOR TEACHING EXCEPTIONAL LEARNERS
3 Lec. 3 crs.
This course is designed to provide practical understanding and practice in implementing specific instructional strategies that have proven to be effective with students with special needs. Emphasis on educational strategies using a classroom-based model.
Pre-requisite: SPED 301

SPED 303 - THE EXCEPTIONAL LEARNER - THE FAMILY, THE SCHOOL AND COMMUNITY
3 Lec. 1 Lab. 3 crs.
An overview of the characteristics of various categories of exceptionalities, the history and the development of services for children with special needs. Issues related to the family, community and the school will be discussed.
Pre-requisite: SPED 302

ECED 001 - INTRODUCTION TO CHILD DEVELOPMENT
3 Lec. 0 crs.
This course explores the fundamental needs of children, their behaviour and developmental needs, the home and family in relation to the child.
Pre-requisite: None

ECED 002 - THE ROLE OF THE PRACTITIONER IN EARLY CHILDHOOD
3 Lec. 0 crs.
This course will prepare childcare workers to be models, motivators and nurturers for children. They will be exposed to planning and organising the total educational environment.
Pre-requisite: ECED 001

ECED 003 - INTEGRATED COURSE - OTHER SPECIFIC ISSUES IN EARLY CHILDHOOD EDUCATION
3 Lec. 0 crs.
This course aims to expose participants to the needs of children in the areas of speech and drama, music, infant/toddler care and “special needs” children.
Pre-requisite: ENG 016 and ECED 001

ED 004 - STRATEGIES IN EARLY CHILDHOOD DEVELOPMENT
2 Lec. 2 Lab. 0 crs.
This course exposes students to a variety of techniques, which aid in fostering a love for learning in children. Students explore the effectiveness of such teaching strategies as storytelling, questioning and learning through play.
Pre-requisite: ENG 016 and ECED 001

ECED 005 - PRACTICUM
3 Lec. 0 crs.
Emphasis is placed on scheme preparation, lesson planning and techniques which are developmentally appropriate for young children. The practicum is divided into three phases to facilitate student teachers assuming responsibility for pre-schoolers in their care.
Pre-requisite: ECED 004

ECED 304 – FUNDAMENTALS OF EARLY CHILDHOOD EDUCATION
Lec. 3 Lab. 1 3 crs.
This course outlines developmentally appropriate skills needed by teachers to be effective communicators, classroom managers, planners and organisers. It will be an overview of the history of early childhood.
Pre-requisite: None

ECED 305 – CURRICULUM PLANNING FOR EARLY CHILDHOOD ENVIRONMENTS
2 Lec. 2 lab. 3 crs.
This course provides an overview of curriculum planning for young children. It focuses on the different needs, interests and developmental levels of each child. Emphasis is on learning as an integrative process.
Pre-requisite: None

ECED 306 – TOPICS IN EARLY CHILDHOOD EDUCATION
2 Lec. 2 lab. 3 crs.
This course is intended to provide the student with an overview of current topics in the field of Early Childhood Education. It will serve as a practical guide for students who will be working in Early Childhood classrooms.
Pre-requisite: None
ECED 426 – TEACHING TECHNIQUES IN EARLY CHILDHOOD
3 Lec. 3 crs.
This course is designed to assist early childhood teachers to reflect, conceptualize, plan and implement learning experiences for each student, through the use of a thematic/integrative approach. Pre-requisite: ECED 304 and 305

SCI 001 - INTEGRATED SCIENCE
2 Lec. 2 Lab. 0 crs.
This integrated science course introduces pre-school teachers to a basic knowledge and understanding of scientific concepts organised around major units such as: air, water, nutrition, light and electricity. Pre-requisite: None

PHYSICAL EDUCATION

PED 143 - SWIMMING
3 Lec. 3 crs.
An introduction to and improvement of fundamental swimming strokes, water safety and diving. Pre-requisite: Permission of Instructor

PED 173 - TEAM GAMES I
2 Lec. 2 Lab. 3 crs.
A review of the theoretical and practical nature of softball, basketball and volleyball from a teacher preparation perspective. Topics covered for each sport are: historical development, basic training and conditioning basic skills and play strategy, rules and skill testing. Pre-requisite: Permission of instructor.

PED 174 - TEAM GAMES II
2 Lec. 2 Lab. 3 crs.
A review of the theoretical and practical nature of field hockey, soccer and American football from a teacher preparation perspective. Terms of play, mechanical principles, injury prevention and playing strategy will be studied. Skills testing provides an added feature to this course. Pre-requisite: PED 173

PED 175 - INDIVIDUAL AND DUAL SPORTS
2 Lec. 2 Lab. 3 crs.
This course reviews certain sports of a recreational nature with a special design to develop a carry-over interest. Options include table tennis, badminton, bowling, golf, lawn tennis. Pre-requisite: None

PED 204 - TESTS AND MEASUREMENTS IN PHYSICAL EDUCATION
2 Lec. 2 Lab. 3 crs.
The course examines the purpose of testing and evaluating in Physical Education, the construction, selection and administration of tests to measure and evaluate physical fitness, motor performance and sports knowledge. Simple statistical techniques are studied for their value in analyzing test data and awarding grades in Physical Education. Pre-requisite: None

PED 210 - SPORTS OFFICIATING
3 Lec. 1 Lab. 3 crs.
A study of the job of the sports official including the philosophy and mechanics of officiating. The course will present an overview of the jobs of the officials in team and individual sports. Pre-requisite: Successful completion of the activity courses: PED 174

PED 240 - HISTORY OF PHYSICAL EDUCATION
3 Lec. 3 crs.
An introduction to Physical Education for students majoring in Physical Education. This course centres around historical events and the development of Physical Education to present time. Pre-requisite: ENG 119/P. E. Majors

PED 245 - HEALTH EDUCATION
3 Lec. 1 tut. 3 crs.
This course reviews modern concepts of health knowledge, attitudes and practices. Such concepts are related to the health needs of elementary and junior secondary school. Pre-requisite: PED 157

PED 246 - TRACK AND FIELD
3 Lec. 3 lab. 3 crs.
This course examines the mechanical principles governing Olympic events in Track and Field as well as modern techniques for the performer, basic and specific methods of training and conditioning for each event and the safety procedures and teaching techniques for each. Additionally, the historical development of track and field, internationally and locally, is studied. Pre-requisite: ENG 119
PED 347 - CORRECTIVE AND ADAPTIVE PHYSICAL EDUCATION
3 Lec. 3 lab. 3 crs.
This course addresses the causes of various disabilities, including common physical, sensory and mental disabilities, methods and fundamental principles considered in the selection and adaptation of activities used in corrective environments.
Pre-requisite: None

PED 400 - MANAGEMENT OF PHYSICAL EDUCATION AND SPORTS
2 Lec. 2 lab. 3 crs.
This course is designed to meet the needs of students who will plan, direct, supervise and construct Physical Education programmes. Special emphasis is placed on organisation, supervision and administration.
Pre-requisite: None

SCHOOL OF ENGLISH STUDIES (SES)
G-Block

Chairperson: Dr. Earla Carey-Baines

The School of English Studies serves the needs of the entire College by providing courses necessary to satisfy General Education requirements. In addition, programmes offered by the school lead to the Associate Degree, Bachelor Degree and College Certificates in the following areas:

ASSOCIATE DEGREE PROGRAMMES

- English Language and Linguistics
- English Language and Literature
- English Literature
- English and a Foreign Language (French or Spanish)
- Library and Information Science

BACHELOR DEGREE PROGRAMMES

* Bahamian and Caribbean Cultural Studies
* English (Literature)
CERTIFICATE PROGRAMMES
Certificate in Library Science
Diploma in Library Science

OUTLINE OF PROGRAMMES

Unless otherwise stated the General Education Requirements are as follows:

Use of English 6crs
SES/SCCA 6crs
Social Sciences 6crs
Natural Sciences 6crs
Mathematics 3crs
Library Orientation 0crs
Student Development Seminar 0crs

*Will begin fall 2002

MAJOR: ENGLISH LANGUAGE AND LINGUISTICS

GENERAL EDUC REQUIREMENTS...27 credits
MAJOR COURSES...........................24 credits

Year 1 Semester I
LIBR 013 Library Orientation 0 crs
COUN 001 Student Development 0 crs
ENG 119 College English Skills I 3 crs
MATH 140 Basic College Math 3 crs
MAJOR 100 Level 3 crs
Elective 3 crs
GEN ED 3 crs

Year 1 Semester II
ENG 120 College English Skills II 3 crs
LIN 121 Elementary English Structure 3 crs
MAJOR 100 Level 3 crs
Elective 3 crs
GEN ED 3 crs

Year II Semester I
LIN 200 Language in Society 3 crs
MAJOR 200 LIN I 3 crs
Elective 3 crs
Elective 3 crs
GEN ED 3 crs

Year II Semester II

*LIN 121 is a pre-requisite for LIN 200 and these two courses are the pre-requisites for LIN 205 and LIN 210.

MAJOR: ENGLISH LANGUAGE AND LITERATURE

GENERAL EDUC REQUIREMENTS...27 credits
MAJOR COURSES...........................24 credits

Year I Semester I
LIBR 013 Library Orientation 3 crs
COUN 001 Student Orientation 3 crs
ENG 119 College English Skills I 3 crs
MATH 140 Basic College Math 3 crs
MAJOR 100 LIT 3 crs
MAJOR 100 ENG 3 crs
GEN ED 3 crs

Year I Semester II
ENG 120 College English Skills II 3 crs
LIT 111 Practical Criticism 3 crs
MAJOR 200 LIN or ENG 3 crs
Elective 3 crs
Elective 3 crs
GEN ED 3 crs
GEN ED 3 crs

Year II Semester I
LIT 200 Bahamian Literature II 3 crs
MAJOR 200 LIN OR ENG 3crs
Elective 3 crs
Elective 3 crs
GEN ED 3 crs

Year II Semester II

Major 200 LIT 3 crs
Major 200 LIN or ENG 3 crs
Elective 3 crs
GEN ED 3 crs
GEN ED 3 crs

ELECTIVES........................................9 Credits

MAJOR: ENGLISH LITERATURE

GENERAL EDUC REQUIREMENTS...27 credits
MAJOR COURSES...........................24 credits

Year II Semester II
Year I Semester I

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<td>LIBR 013 Library Orientation</td>
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<td>COUN 001 Student Development</td>
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<td>ENG 119 College English Skills I</td>
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<tr>
<td>MATH 140 Basic College Math</td>
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<tr>
<td>LIT 100 Bahamian Literature I – The Oral Tradition</td>
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<td>LIT 111 Practical Criticism</td>
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Year I Semester II

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Year II Semester I

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<td>LIT 200 Bahamian Literature II</td>
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<td>MAJOR LIT 200</td>
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Year II Semester II

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<td>MAJOR Any 200 level LIT</td>
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<td>MAJOR 200 LIN or ENG</td>
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ELECTIVES.............................................9 credits

MAJOR: ENGLISH AND A FOREIGN LANGUAGE
(French)

GENERAL EDUC REQUIREMENTS........27 credits
MAJOR COURSES....................................24 credits

Year I Semester I

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<td>LIBR 013 Library Orientation</td>
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<td>COUN 001 Student Development Seminar</td>
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<td>ENG 119 College English Skills I</td>
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<td>MATH 140 Basic College Mathematics</td>
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<td>FRE 203 Intermediate French Level I</td>
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<td>LIT 111 Practical Criticism</td>
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<td>GEN ED SOSOC</td>
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Year I Semester II

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<tr>
<td>ENG 120 College English Skills II</td>
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<td>FRE 204 Intermediate French Level II</td>
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<td>FRE 204 Intermediate French Level II</td>
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GA 203 Intermediate French      | 3 crs   |
LIT 111 Practical Criticism     | 3 crs   |
GEN ED SOSOC                   | 3 crs   |

Year II Semester II

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<tr>
<td>SPA 240 Advanced Spanish I</td>
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<td>LIT 200 Bahamian Literature</td>
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<tr>
<td>Elective</td>
<td>3 crs</td>
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<td>GEN ED SOSOC</td>
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Year II Semester II

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<tr>
<td>SPA 241 Advanced Spanish II</td>
<td>3 crs</td>
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MAJOR: ENGLISH AND A FOREIGN LANGUAGE
(Spanish)

GENERAL EDUC REQUIREMENTS........27 credits
MAJOR COURSES....................................24 credits

Year I Semester I

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<tr>
<td>MATH 140 Basic College Mathematics</td>
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<tr>
<td>SPA 203 Intermediate Spanish Level I</td>
<td>3 crs</td>
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<td>LIT 111 Practical Criticism</td>
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<td>GEN ED SOSOC</td>
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Year II Semester I

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<td>GEN ED SOSOC</td>
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Year II Semester II

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<th>Course</th>
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<tr>
<td>SPA 241 Advanced Spanish II</td>
<td>3 crs</td>
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</table>
LIT 200 Bahamian Literature  3 crs  
Elective  3 crs  
GEN ED HMNS  3 crs  
GEN ED NASC  3 crs

("LIN 121 is the pre-requisite for 200 level linguistics courses. Students can opt to take courses in Journalism and/or Communications instead of the Linguistics courses) 

* See also BAST division for details of the AA programme in Banking and a Foreign Language 

**MAJOR: ASSOCIATE DEGREE IN LIBRARY AND INFORMATION SCIENCE**

GENERAL EDUC REQUIREMENTS...30 credits 

MAJOR COURSES...24 credits

**Year I Semester I**

LIBR 013 Library Orientation  0 crs
COUN 001 Student Development Seminar  0 crs
ENG 119 College English Skills I  3 crs
LIBR 175 History of Libraries  3 crs
MATH 100 Level  3 crs
LIBR 177 Cataloguing & Classification  3 crs
CDP 101 Introduction to computers  3 crs

**Year I Semester II**

ENG 120 College English Skills II  3 crs
LIBR 176 Cataloguing & Classification  3 crs
HMNS 100 General Education Req.  3 crs
NASC 100 General Education Req.  3 crs
LIBR 179 Instructional Media Technology  3 crs

**Year II Semester I**

SOSC 200 level General Education Req.  3 crs
HMNS 200 level General Education Req.  3 crs
LIBR 276 Cataloguing & Classification  3 crs
LIBR 268 Collection Development  3 crs
NASC General Education Requirement  3 crs

**Year II Semester II**

200 level elective  3 crs
LIBR 274 Library Services to Children and Young Adults  3 crs
LIBR 275 Library Organisation & Management  3 crs

**ELECTIVES.................................9 credits**

(Speech and Drama for Teachers or courses with Bahamian emphasis are recommended).

**MAJOR: DIPLOMA IN LIBRARY INFORMATION STUDIES**

MAJOR COURSES...30 credits

LIBR 120 Introduction to LIS  3crs
LIBR 130 Organization of Information Services  3crs
LIBR 140 Introduction to Records Management  3crs
LIBR 180 Reference and Information Services  3crs
LIBR 125 Library Practicum I  3crs
LIBR 268 Collection Development  3crs
LIBR 279 Management of Libraries and Information Centres  3crs
LIBR 280 Practicum II  3crs

**ELECTIVES.............................................9 credits**

**CERTIFICATE IN LIBRARY SCIENCE**

GENERAL EDUC REQUIREMENTS....14 credits

Use of English  6crs
Mathematics  3crs
BAST Requirements  5crs
Library Orientation  0cr
Student Development Seminar  0cr

MAJOR COURSES...6 credits

LIBR 020 Basic Library Procedures  0cr
LIBR 025 Introduction to Cataloguing  0cr
LIBR 175 History of Librarianship  3crs
LIBR 177 Fundamental Reference Sources and Services  3crs

*SBA 258 Introduction to Literary Texts in Spanish or FLE 200 Foreign Language Experience

**Total Credits ................................24 credits**

**SCHOOL OF ENGLISH STUDIES (SES)**

**COURSE DESCRIPTIONS**

**ENGLISH LANGUAGE**

ENG016 INTERMEDIATE ENGLISH I  
4 lecs.  0 cr.
ENG 016 is designed to build students’ reading and writing skills in preparation for entry into college-prep ENG 017. Attention is paid to comprehension skills and to student writing that demonstrates clarity and coherence and competence in grammar and mechanics.
Pre-requisite: Placement at ENG 016

ENG 017 INTERMEDIATE ENGLISH II
4 lecs. 0 cr.
ENG 017 will enhance students’ reading, writing and thinking skills. Specific attention is paid to comprehension skills, the writing process and to student writing that demonstrates clarity and coherence and competence in grammar and mechanics.
Pre-requisite: ENG 016 or Placement at ENG 017, Permission of lecturer or Chair.

ENG 119 COLLEGE ENGLISH SKILLS I
4 lecs. 3 crs.
ENG 119 helps students become capable college-level writers, readers and thinkers. It helps students develop their writing skills, with an emphasis on exposition, and helps them use writing as a tool for critical thinking and problem solving.
Pre-requisite: ENG 017, Placement at ENG 119, or Admission to a degree programme, or BGCSE English Grade ‘C’ or above.
Co-requisite: LIBR 013

ENG 120 COLLEGE ENGLISH SKILLS II
4 lecs. 3 crs.
ENG 120 reinforces the critical reading, writing, and analytical skills taught in ENG 119 with an added focus on argumentation. Students are encouraged, through exploration of complex issues and textual analysis, to become independent writers, readers, speakers and thinkers.
Pre-requisite: ENG 119 and LIBR 013

ENG 122 CREATIVE WRITING I
3 lecs. 3 crs.
A course designed to involve students in reading, discussion, appraisal, writing and rewriting of aspects of: poetry, short story, the one act play in order to explore, define and activate their literary talents.
Pre-requisite: ENG 119

ENG 222 CREATIVE WRITING II
3 lecs. 3 crs.
An advanced course of writing in four genres: poetry, short fiction, prose and the one-act play. Emphasis is on the continued development of techniques and styles through readings and students’ own writing.
Pre-requisite: ENG 122 and ENG 119

ENG 223 WRITING FOR TRAVEL AND TOURISM
2 lecs. 2 tuts. 3 crs.
This course focuses on the teaching of a variety of writing formats applicable to the tourism industry including brochures, newspapers, and magazine articles. A general interest course, this elective is of particular interest to marketing, journalism, tourism, and business students.
Pre-requisite: ENG 120, or permission of Lecturer and Chair.

ENG 261 THE EXTENDED ESSAY
3 lecs. 3 crs.
The course introduces students to research techniques required for term papers or long studies. Students will write papers containing between four and five thousand words.
Pre-requisite: ENG 120

ENG 301 ADVANCED WRITING SKILLS
3 lecs. 3 crs.
This course teaches skills required for reading, writing and thinking critically at an advanced level. Special focus is given to writing effective arguments within and across the disciplines.
Pre-requisite: ENG 120 plus third year standing.

LIBRARY SCIENCE

LIBR 025 INTRODUCTION TO CATALOGUING
1 Lec. 0 crs.
The course provides an introduction to cataloguing and classification at a very basic level. The focus will be on the use of standard schemes with special reference to small library collections.

LIBR 013 LIBRARY ORIENTATION
1 lec. 0 cr.
A ten-week compulsory non-credit course for all students entering The College, to be taken in the first year of study. Designed to familiarize the student with library facilities, services, and resources in order to use them efficiently for study, research and leisure time explorations. Topics include use of On-line Public Access Catalogues (OPAC), CD-ROM full-text databases, reference books, microforms and audio-visuals.
Pre-requisite: Admission to The College of The Bahamas

LIBR 120 INTRODUCTION TO THE LIBRARY AND INFORMATION PROFESSION
3 lecs. 3crs.
This course introduces the library and information profession, its concepts and basic terminology, structure and methods. Additionally, a historical overview of the development of libraries and recorded information is provided.

LIBR 125 LIBRARY PRACTICUM I
3 crs.
This course enables the student to gain practical skills in cataloguing and classification process utilising theoretical knowledge and principles.
Pre-requisite: LIBR 130 or LIBR 176

LIBR 130 ORGANIZATION OF INFORMATION
3 lecs. 3 crs.
This course introduces the principles and concepts of cataloguing and classification.
Pre-requisite: Admission to programme or permission of Lecturer & Chair.

LIBR 140 INTRODUCTION TO RECORDS MANAGEMENT
3 lecs. 3 crs.
This course introduces objectives and principles or procedures practiced in organisations.

LIBR 175 A HISTORY OF THE PRINCIPLES OF LIBRARIANSHIP
3 lecs. 3 crs.
This course is designed to introduce the student to the field of Librarianship, offering a broad overview of libraries, Librarianship and its principles.
Pre-requisite: Entry into the AA programme

LIBR 176 CATALOGUING AND CLASSIFICATION I
3 lecs. 3 crs.
This course is designed to introduce the students to processes involved in preparing records for the card catalogue and the on-line public access database. The role of automation in the cataloguing process is discussed.
Pre-requisite: Entry into the AA programme

LIBR 177 FUNDAMENTAL REFERENCE SOURCES
3 lecs. 3 crs.
Designed to acquaint the student with a fairly wide range of the more basic library reference sources, in all formats, with consideration being given to the history and theory of reference service, and to its organisation and administration.
Pre-requisite: LIBR 175

LIBR 179 INSTRUCTIONAL MEDIA TECHNOLOGY
2 lecs. 2 labs. 3 crs.
A general course which introduces the student to various types of instructional materials and equipment suited for the teaching and learning experience. Emphasis is given to practical applications in which students utilise some of the equipment/tools introduced. Teaching methods will include lectures, demonstrations, supervised laboratory equipment exercises.
Pre-requisite: None

LIBR 180 REFERENCE AND INFORMATION SERVICES
3 lecs. 3 crs.
This course introduces the basic concepts, processes and activities of reference and information services. Students will gain hands on experience searching CD-ROMs and the Internet.
Pre-requisite: Admission to AA or Diploma programme or permission of Lecturer and Chair.

LIBR 268 LIBRARY COLLECTION DEVELOPMENT
3 lecs. 1 lab. 3 crs.
An introduction to the collection development cycle in libraries, including identifying user needs, establishing policies for selecting materials, the selection process, acquiring materials, weeding the collection, and collection evaluation.
Pre-requisite: Entry into AA programme or permission of the Lecturer and Chair.

LIBR 274 LIBRARY SERVICES TO CHILDREN AND YOUNG ADULTS
3 crs. 3 crs.
Designed to familiarise the student with the processes and techniques involved in providing library services to children and young adults. Includes information on preparing the physical space, acquiring collections, developing programmes and activities, and promoting and marketing library resources and services.
Pre-requisite: ENG 120 and completion of first year of The AA programme/admission to programme or permission of Lecturer and Chair.

LIBR 275 LIBRARY ORGANISATION AND MANAGEMENT
3 lecs. 3 crs.
This course is designed to introduce the students to the field of library organisation and personnel management as an area of critical importance to Librarianship.
Pre-requisite: LIBR 175.

LIBR 276 CATALOGUING AND CLASSIFICATION II
3 lecs. 3 crs.
This course is designed to prepare individuals to work in a cataloguing department. Students will
build on skills learnt in LIBR 176, acquiring a more in depth study and training in the areas of assigning subject headings and classification numbers
Pre-requisite: LIBR 176

LINGUISTICS

LIN 121 ELEMENTARY ENGLISH STRUCTURE
3 lecs. 1 tut. 3 crs.
An elementary linguistics course which focuses on the comparative structures (both similarities and differences) of Standard English and Bahamian Dialect.
Pre-requisite: ENG 119

LIN 200 LANGUAGE IN SOCIETY
3 lecs. 3 crs.
An examination of the structure of language and its function in society. Various areas within the field of linguistics are explored, including the origin, acquisition and neurological foundations of language. A required course for English Language majors.
Pre-requisites: ENG 120 and LIN 121

LIN 205 SEMINAR IN BAHAMIAN DIALECT
3 seminars 3 crs.
A survey of the historical, social and linguistic factors which contribute to the formation of pidgins and Creole, with a focus on the Creole features of Bahamian Dialect. The course includes training in field methods with emphasis on the collection and analysis of linguistic data.
Pre-requisite: LIN 200 and ENG 120

LIN 210 LANGUAGE DEVELOPMENT
3 lecs. 1 tut. 3 crs.
A study of child language development which traces the normal course of language acquisition, and identifies the major factors that influence or determine language development. Acquisition of dialect versus standard structure, and the transition from a home dialect to a school dialect, are central to the course.
Pre-requisite: ENG 120, LIN 200 (LIN 121 for Primary Ed. Majors)

LIN 220 INTRODUCTION TO SOCIO-LINGUISTICS
3 lecs. 3 crs.
An examination of the relationship between language and society and an exploration of the diversity of language within and across speech communities. This course focuses on differences in speech in different social contexts, the social functions of language, and how language is used to convey social meaning.

Pre-requisite: ENG. 120

LITERATURE

LIT 100 BAHAMIAN LITERATURE I: THE ORAL TRADITION
2 lecs. 2 tuts. 3 crs.
An introduction to the Oral Tradition in Bahamian Literature which focuses on creative forms such as ring play, songs, folk tales, riddles and proverbs. Selected items are studied for language, style, theme and function. Independent research is a significant component of this course.
Pre-requisite: LIT 001 and acceptance into Associate Degree Programme or permission of Lecturer or Chair.

LIT 101 AFRICAN LITERATURE
3 lecs. 3 crs.
This is an introductory course to the field of African Literature in English and in translation. It examines the literary, cultural and political contexts of African Literature through a reading of works by the continent’s major contemporary writers.
Pre-requisite: ENG 017 or BGCSE ‘C’ or above Co-requisite: ENG 119

LIT 102 WEST INDIAN LITERATURE I
3 lecs. 3 crs.
An introduction to West Indian Literature through a close reading of works selected to represent periods, regions and themes. The course examines the broadly shared cultural and historical contexts of the English speaking territories in the West Indies.
Pre-requisite: ENG 017 or equivalent Co-requisite: ENG 119

LIT 111 PRACTICAL CRITICISM
3 lecs. 3 crs.
This course introduces students to an integrative, focused approach to the analysis of the basic literary genres. It provides a critical framework for the study of all literary readings
Pre-requisite: BGCSE or GCE ‘O’ level literature or English Language (with ‘C’ or above;) or First year standing in BA programme or Placement in ENG 119; or permission of the Instructor and Chair.

LIT 200 BAHAMIAN LITERATURE II
3 lecs. 1 tut. 3 crs.
An exploration of the written Literature of The Bahamas, set against cultural and historical
backgrounds. This course develops the critical framework for and insights into Bahamian Literature.
Pre-requisite: Any 100-level Literature course and ENG 120 or permission of Lecturer or Chair.

**LIT 202 WEST INDIAN LITERATURE II**
3 lecs. 3 crs.
An in-depth and advanced study of books by one or two West Indian writers.
Pre-requisite: Acceptance into the second year of the Associate Degree programme, ENG 120, LIT 102

**LIT 203 AFRICAN LITERATURE II**
3 lecs. 3 crs.
An in-depth study of works of African Literature, with special concentration on comparing the works of two writers.
Pre-requisite: LIT 101 and ENG 120

**LIT 204 AMERICAN LITERATURE I**
3 lecs. 3 crs.
This course introduces students to the intellectual and cultural currents in American Literature to 1865. Study will be across genres and will focus on the literary tradition of the United States in its historical contexts.
Pre-requisite: ENG 120 or permission of Lecturer and Chair.

**LIT 207 CHILDREN'S LITERATURE**
3 lecs. 3 crs.
This course provides a comprehensive overview of some of the best literature for children, a brief history of the literature and the criteria for quality books. Consideration is given to literature suitable for Bahamian primary schools and to criteria for its selection.
Pre-requisite: LIT 111 and ENG 120 or permission of Instructor and/or Chair.

**LIT 211 POETRY APPRECIATION**
3 lecs. 3 crs.
This course aims at fostering a critical and analytical approach to the appreciation of poetry, with particular reference to the nature and effectiveness of the style and the intrinsic value of the content.
Pre-requisite: ENG 120, LIT 111

**LIT 212 SHAKESPEARE AND THE ELIZABETHAN THEATRE**
3 lecs. 3 crs.
A general introduction to the works of Shakespeare and his historical and theatrical background, with a deeper study of three representative plays.
(Compulsory for Teacher Education students at Junior Secondary Level).
Pre-requisite: Acceptance into the second year of the AA programme, ENG 120, LIT 111

**LIT 225 SURVEY OF AFRICAN-AMERICAN LITERATURE I**
3 lecs. 3 crs.
This course introduces students to the canon of African-American Literature tracing its development from its roots in slavery, to the early twentieth century. Study will be across genres, from folktales to spirituals to poetry, autobiography, essays and fiction.
Pre-requisite: ENG 120 and any 100-level Literature Course, permission of Lecturer and Chair.

**LIT 226 THE AFRICAN-AMERICAN NOVEL**
3 lecs. 3 crs.
This course traces the development of the African-American novel in terms of its structural, historical and psycho-cultural bases. Analysis will include the levels of form, content and “inter-textuality”, from the traditional roots in the slave-narrative to the modern novel form.
Pre-requisite: English 119, LIT III or any 100-level Literature Course, permission of Lecturer and Chair.

**LIT 302 WEST INDIAN LITERATURE III**
3 lecs. 3 crs.
This course studies the larger content, governing preoccupations, directions, cultural and socio-cultural bases and structural patterns of important readings in West Indian Literature. Analytical directions are grounded in an over-riding continuum of archetypal issues in West Indian literary and socio-cultural development.
Pre-requisites: ENG 120 and any 100 or 200 level Literature course or third-year standing or permission of Lecturer and Chair.

**LIT 304 AMERICAN LITERATURE II**
3 lec. 1 TUT. 3 crs
This course introduces students to the intellectual and cultural currents in American literature after 1865. Study will be across genres and will focus on the literary tradition of the United States, in terms of its historical contexts, and thematic preoccupations.
Pre-requisite: English 120 plus any 100 or 200-level literature course and 3rd year standing or permission of the Lecturer and Chair.

**LIT 305 BRITISH LITERATURE I**
3 Lecs. 3 crs.
This course examines the origins and developments of British Literature focusing on its
sociocultural, historical, political, religious, intellectual and aesthetic influences. Representative genres from the Middle Ages to the late 18th century will be examined for changes in form, theme and style. Pre-requisite: ENG 120 and 3rd year standing or permission of Lecturer and Chair.

LIT 307 HISTORY OF CHILDREN'S LITERATURE
3 lecs. 3 crs.
This course examines themes, forms and techniques of children's literature from its folk origins to the present through a reading of representative works. It also examines the concomitant philosophical and social forces that influenced writers and young readers. Pre-requisite: ENG 120 and 3rd year standing or permission of Lecturer and Chair.

LIT 351 THEORY OF THE NOVEL
3 lecs. 1 sem. 3 crs.
This course examines various theories of the novel and their application to a practical criticism of specific novels. The emphasis is on a comprehensive view of the theory of the novel from the nineteenth century to the current post-colonial linguistic and feminist revisions of the received form of the genre. Pre-requisite: English 120 plus any 200-level Literature course or permission of the Lecturer and Chair.

LIT 400 CULTURAL STUDIES IN THE BAHAMIAN CONTEXT
3 lecs. 3 crs.
This seminar will take a broad, multidisciplinary approach to the study of Bahamian cultural identity through the reading of various texts. Students will examine the influence of region, politics, religion, race, ethnicity, gender and social class in the creation of Bahamian cultural identity. Pre-requisite: 3rd year standing and permission of Lecturer and Chair.

LIT 410 CARIBBEAN WOMEN WRITERS
3 lecs. 3 crs.
The course is an in-depth study of writing by and about Caribbean women. It will highlight women's contributions to literature in the region in the context of the historical forces that shape their social, political, ethnic and cultural experiences. Pre-requisite: ENG 120 and year standing or permission of Lecturer and Chair.

LIT 415 SUBVERSION, MIMICRY AND IDENTITY: ISSUES IN POST-COLONIAL LITERATURE
3 lecs. 3 crs.
This course examines various responses to colonialism and post-colonialism through analysis of representative literary works from former British colonial territories: the Indian subcontinent, Africa, Australia and the Caribbean. Students will apply a range of post-colonial theories to the analysis of literary texts within historical, cultural and political contexts. Pre-requisite: Third year standing or permission of Lecturer and Chair.
SCHOOL OF HOSPITALITY AND TOURISM STUDIES (SHTS)

BAHAMAS TOURISM TRAINING CENTRE (BTTC)

Chairperson: Peter L. Daniels

The School of Hospitality and Tourism Studies is concerned with the design and delivery of programmes intended to develop human resources for national and international tourism, hospitality and allied industries. The school comprises two departments: the Department of Culinary Arts and the Department of Hospitality and Tourism Management.

Courses of study lead to certificates and degrees in the following areas:

**Associate Degree**
- Culinary Arts
- Hospitality Operations
- National Apprentice Cook

**Bachelor Degree**
- Hospitality and Tourism Management

**Certificates**
- Culinary Arts:
  - Bakery Skills
  - Culinary Skills
  - Food Service Skills
- Hospitality Management:
  - Accounting
  - Food and Beverage
  - Supervision
  - Travel and Tourism

**OUTLINE OF ASSOCIATE DEGREE PROGRAMMES**

Unless otherwise stated All Associate Degree programmes require the following General Education Courses:

- Use of English- ENG 119, ENG 120: 6 crs
- SES/SCCA: 6 crs
- Social Sciences: 6 crs
- Natural Sciences: 6 crs
- Mathematics - MATH 140: 3 crs
- Library Orientation: 0 crs
- Student Development Seminar: 0 crs

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**MAJOR: HOSPITALITY OPERATIONS**

**GENERAL EDUC REQUIREMENTS**........27 credits

**MAJOR COURSES**.................................. credits

<table>
<thead>
<tr>
<th>Year I</th>
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<tbody>
<tr>
<td>FSMG 105 Sanitation</td>
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<tr>
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<td>TOUR 100 Introduction To Tourism</td>
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<td>CA 105 Principles of Dining Room Service</td>
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<td>ACCA 105 Financial Accounting I</td>
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<tr>
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<tr>
<td>TOUR 205 Tourism Marketing</td>
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<td>HOSP 210 Front Office Operations</td>
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<tr>
<td>ACCA 201 Hotel Accounting</td>
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<tr>
<td>TOUR 220 Hospitality Law in The Bahamas</td>
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<td>HOSP 222 Food and Beverage Control</td>
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<td>HOSP 209 Housekeeping Operations</td>
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<td>TOUR 207 Internship</td>
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**MAJOR: CULINARY ARTS**

**GENERAL EDUC REQUIREMENTS**........27 credits

**MAJOR COURSES**............................48 credits

**GENERAL EDUCATION**

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<tr>
<td>CIS 105 Intro. to Bus. Application</td>
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<td>GS 105 Culinary French</td>
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<td>MGMT 101 Management Fundamentals</td>
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<td>MATH 140 Basic College Math</td>
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<tr>
<td>PSY111/SOSC Intro. Sociology or Psych.</td>
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<td>COM 106 Intro. Communication</td>
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<td>LIBR 013 Library Orientation</td>
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<td>COUN 001 Student Dev. Seminar</td>
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**YEAR I**

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<td>FSMG 105 Sanitation</td>
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<td>CULN 150 Food Preparation</td>
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<td>CA 200 Baking &amp; Pastry</td>
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<td>FSMG 110 Menu Planning &amp; Nutrition</td>
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<tr>
<td>CULN 2-- Nutritional Cuisine</td>
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**YEAR II**

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<td>CULN 280 Classical Cuisine</td>
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MAJOR: NATIONAL APPRENTICE COOK

GENERAL EDUC REQUIREMENTS…….27 credits
MAJOR COURSES………………………….48 credits

GENERAL EDUCATION

ENG 119 College English Skills I 3 crs
ENG 120 College English Skills II 3 crs
MATH 132 Business Mathematics 3 crs
PSY or SOS 111 Introduction to Psychology 3 crs
MATH 140 Basic College Math 3 crs
COM 207/211 Oral or Business Communications 3 crs
ENG 301 Advanced Writing Skills 3 crs
MIS 310 Mgmt Information Systems 3 crs
PED 433 Recreational and Leisure Services 3 crs

MAJOR: TOURISM MANAGEMENT

Unless otherwise stated Bachelor Degrees require the following General Education Courses:

GENERAL EDUCATION

LIBR 013 Library Orientation 0 crs
## CERTIFICATE PROGRAMMES

### CULINARY ARTS

**BAKERY SKILLS**
- CA 100 Introduction to Food Preparation: 3 crs
- CA 059 Cake Baking and Decorating: 0 crs
- CA 010 International Bread Baking: 0 crs
- CA 255 Baking I: 3 crs
- FS 002 Per. Health, Safety and Hygiene: 0 crs
- FS 008 Nutrition: 0 crs
- MT 003 Math I: 0 crs
- EN 003 English I: 0 crs
- FS 009 Menu Planning: 0 crs
- SD 004 Student Development: 0 crs
- HM 008 Purchasing I: 0 crs

**CULINARY SKILLS**
- ENG 016 Intermediate English I: 0 crs
- MATH 047 College Preparatory Math II: 0 crs
- LIBR 013 Library Orientation: 0 crs
- COUN 001 Student Development Seminar: 0 crs
- ENG 017 Intermediate English II: 0 crs
- MATH 048 College Preparatory Math III: 0 crs
- FS 002 Per. Health, Safety and Hygiene: 0 crs
- CA 105 Prin. Of Dining Room Service: 3 crs
- CA 015 Introduction to Baking: 0 crs
- CA 150 Basic Culinary Science: 3 crs
- CA 062 Basic Garde Manger: 0 crs
- HM 050 Purchasing I: 0 crs

**FOOD AND BEVERAGE MANAGEMENT SKILLS**
- MATH 132 Business Mathematics: 3 crs
- ENG 119 College English Skills I: 3 crs
- CIS 105 Intro. Business Application: 3 crs
- AC 205 Food and Beverage Control: 3 crs
- FSMG 110 Menu Planning & Nutrition: 3 crs
- HM 210 Purchasing: 3 crs
- CA 210 Wines and Spirits: 3 crs
- CA 150 Basic Food Preparation: 3 crs

**FOOD SERVICE SKILLS**
- CA 230 Mixology and Beverage Service: 3 crs
- CA 180 Catering Service Techniques: 3 crs
- MT 002 Calculations: 0 crs
- GS 002 French Food Service: 0 crs
- EN 002 Basic English Skills: 0 crs
- CR 004 Customer Handling Skills: 0 crs
- FS 002 Personal Health, Safety and Hygiene: 0 crs

### HOSPITALITY & TOURISM

**FRONT OFFICE SKILLS**
- HM 105 Front Office Operations: 3 crs
- AC 009 Basic Bookkeeping Skills: 0 crs
- EN 005 English Language Skills: 0 crs
- MT 005 Mathematics I: 0 crs
- GS 108 Spanish I: 3 crs
- CIS 105 Intro. Business Application: 3 crs
- CR 105 Customer Relations Mgmt: 3 crs
- SD 004 Student Development: 0 crs
- HM 010 Industrial Internship: 0 crs

**ACCOUNTING**
- MATH 132 Business Mathematics: 3 crs
- ENG 119 College English Skills I: 3 crs
- COM 207 Oral Communication: 3 crs
- CIS 105 Intro. Business Application: 3 crs
- TOUR 101 Introduction to Tourism: 3 crs
- ACCA 105 Financial Accounting I: 3 crs
- AC 200 Hotel Accounting: 3 crs
- AC 205 Food and Beverage Control: 3 crs
- MGMT 203 Bus. Organ. & Mgmt: 3 crs
- MGMT 101 Management Fundamentals: 3 crs

**HOUSEKEEPING SKILLS**
- HM 110 Housekeeping Operations: 3 crs
- HM 120 Basic Interior Design: 3 crs
- EN 002 Basic English Skills: 0 crs
- MT 002 Calculations: 0 crs
- FS 003 Sanitation: 0 crs
- HR 003 Supervision I: 0 crs
- HM 008 Purchasing I: 0 crs
- CR 105 Customer Handling Skills: 3 crs

**SUPERVISION MANAGEMENT SKILLS**
- MATH 132 Business Mathematics: 3 crs
- ENG 119 College English Skills I: 3 crs
- CIS 105 Intro. Business Application: 3 crs
- TOUR 101 Introduction to Tourism: 3 crs
CR 105 Customer Relations Management 3 crs
ACCA 105 Financial Accounting I 3 crs
MGMT101 Business Fundamentals 3 crs
TOUR 220 Hospitality Law 3 crs
MGMT 203 Bus. Organ. & Mgmt. 3 crs
MGMT 204 Human Resource Management 3 crs

TRAVEL AND TOURISM MANAGEMENT SKILLS

MATH 132 Business Mathematics 3 crs
ENG 119 College English Skills I 3 crs
TOUR 101 Introduction to Tourism 3 crs
CIS 105 Intro to Bus. Applications 3 crs
TR 200 Travel Agency Management 3 crs
TR 205 International Travel and Tourism 3 crs
MGMT 101 Business Fundamentals 3 crs
ACCA 105 Financial Accounting 3 crs
MGMT 203 Bus. Organization & Mgmt 3 crs
Elective Foreign Language (Spanish, French or German) 3 crs

COURSE DESCRIPTIONS

HOSPITALITY & TOURISM

TOUR 100 INTRODUCTION TO TOURISM 3 crs.
A course of study designed to examine concepts and perspectives related to the dimensions of tourism. Various approaches from a social sciences perspective will be discussed. Pedagogical issues from the national (local) as well as international perspective will be examined.
Pre-requisite: None.

TOUR 200 CULTURAL AND HERITAGE TOURISM 3 crs.
This course introduces students to the ethical, political, economic, community and national issues. Analysis of cultural tourism as a distinct policy science, along with some related marketing strategies, will be reviewed.
Pre-requisite: -

TOUR 205 TOURISM MARKETING 3 crs.
A course of study designed to examine the process by which destination areas and individual suppliers markets their tourism products and services to potential customers. A market orientation approach will be emphasized to integrate tourism suppliers and products to target markets, using the Bahamian Tourism model as an example.

Pre-requisite:

TOUR 206 CUSTOMER RELATIONS MANAGEMENT 3 crs
A course designed to provide the skills necessary for the courteous delivery of quality service to customers. Students are required to demonstrate competencies in behaviours associated with good customer and employee relations.

TOUR 207 INTERNSHIP 3 crs
This internship experience is intended to help the student contribute immediately to the hospitality industry by providing them with a meaningful work experience. By observation and analysis, the student will relate the things they have learned from the marketplace and return to class equipped with operational experiences that will enable them to participate effectively.
Pre-requisite:

TOUR 214 ECONOMICS OF TOURISM 3 crs.
This course will examine key intricacies of tourism from an economic perspective. Issues of demand for tourism, how tourism forms operate in a national and international context, the effects of tourism on destination areas, and the sustainability of tourism on the destinations that depend on them, will be examined.
Pre-requisite:

TOUR 220 HOSPITALITY LAW IN THE BAHAMAS 3 crs.
This course reviews the laws applicable to ownership and operation of hotels, motels, resorts, restaurants and other place of public hospitality. Contracts, agency, liability and torts together with credit and collection practices will be discussed.
Pre-requisite:

TOUR 302 INTERNATIONAL TRAVEL & TOURISM 3 crs
This course examines international travel and the needs of the tourist in the global market. Focus is on the economic, social, political, and environmental considerations of international tourism management and development.

TOUR 305 HOSPITALITY AND TOURISM MARKETING 3 crs.
A course of study designed to examine principles and concepts that are supported by research and evidence from economics, the behavioural sciences, and modern management theory. A
market orientation approach will be emphasized to integrate tourism suppliers and products to target markets, using The Bahamas tourism model as an example.
Pre-requisite:

TOUR 316 SPECIAL EVENTS, MEETING AND CONVENTION PLANNING
3 crs.
An examination of special events, meetings and convention management as they relate to the process of planning, management, and evaluating the quality of national, local and international events.

TOUR 318 HOSPITALITY HUMAN RESOURCES
3 crs.
This course reviews current human resources principles and practices as they apply to the hospitality industry. Concepts and techniques in leadership, supervision, strategic management and the evolution of management theory will be examined.
Pre-requisite:

TOUR 322 CASINO MANAGEMENT AND OPERATIONS
3 crs.
This course examines the casino industry. It provides an overview of local and international gaming. Local regulatory bodies and their governance are an integral part of the course.

TOUR 410 LEADERSHIP TRAINING
3 crs
A course designed to maximize the personal and professional leadership skills of managers in the hospitality and tourism sector. Leadership skills will be assessed, learned, analysed, and applied through the study and differentiation of leadership models.

HOSP 222 FOOD AND BEVERAGE CONTROL
3 crs.
This course completes the study of accounting for Food and Beverage products, as it relates to contemporary industry practices. Emphasis is placed on how these products relate to the overall operation of restaurants and bars, by requiring students to analyse, cost and price typical menu items, and prepare daily and monthly costing documents and reports.
Pre-requisite:

CULINARY ARTS

CULN 125/CA 125 BASIC CULINARY SCIENCE
3 crs.
This course introduces students to the fundamentals of food preparation. Skills and procedures used in the kitchen are practised.

CULN 150/CA 150 FOOD PREPARATION
3 crs
A course that provides students with the basic skills required for proper food preparation. Various kitchen utensils, equipment and staple food items are also introduced.

CULN 280 CLASSICAL CUISINE
3 crs
This course focuses on the development of menus for Classical Cuisine as well as its preparation, cooking and presentation. Students are provided the opportunity to present dishes in Classical Cuisine in a restaurant setting.

CULN 2-- ADVANCED CULINARY APPLICATION
3crs.
A capstone course that covers both theoretical and practical culinary standards as established by the American Culinary Federation.

CULN 215 GARDE MANGER I
3 crs
The focus is on basic Garde Manger principles and the functions and duties of the department as it relates and integrates into other kitchen operations.

CULN 2-- NUTRITIONAL CUISINE
3 crs
This course introduces the student to nutritional analysis of menus, recipes and cooking methods. Emphasis is placed on cooking methods such as: stir frying, poaching, broiling and grilling, boiling, baking and cutting techniques. The use of pasta, salads, salad dressing and soups in menus are also explored.

GS 105 CULINARY FRENCH
3 crs
An introduction to the concepts of basic French grammar, which is needed for correctly drawing up menus in French, or for conversations involving
ordering meals. A vocabulary is developed with an emphasis in culinary terms.

**HM 105 FRONT OFFICE OPERATIONS**
3 crs
A course designed to provide students with a thorough knowledge of a hotel’s front office department, the roles and functions of its staff, the management and interdepartmental relations. Emphasis will be placed on methodology, technique and computer application in the front office.

**HM 110 HOUSEKEEPING OPERATIONS I**
3 crs
A course that acquaints students with basic management concepts for the operation of the Housekeeping and Laundry department of a hotel. Practical exercises will provide the student with hands-on experiences in housekeeping and laundry techniques.

**HOSP 209 HOUSEKEEPING OPERATIONS II**
3 crs
A course designed to expose students to the managerial aspects of the housekeeping department and its importance in the efficient functioning of a hotel. Practical exercises, including industry exposure will provide students with hands-on techniques in the art of housekeeping.

**HOSP 210 FRONT OFFICE OPERATIONS**
3 crs
This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function.

**HS 225 PURCHASING AND STOREROOM OPERATIONS**
3 crs
This course provides students with the knowledge and techniques required in purchasing food, beverages, materials and equipment for hospitality establishments of various sizes and types.

**CA 105 PRINCIPLES OF DINING ROOM SERVICE**
3 crs
This course provides students with the basic skills and knowledge necessary to serve guests in a professional manner.

**CA 200 BAKING & PASTRY**
3 crs
A course that introduces students to the preparation of pastry products, inclusive of breads, cakes, cookies, pastries, ice creams, candies, and restaurant deserts.

**CA 220 ADVANCED PATISSERIES**
3 crs.
This course provides students with knowledge and techniques in the production of creams, fillings and toppings for a variety of cakes. Techniques for frozen deserts, chocolate and sugar works, and decorative pastry items are also covered.

**CA 225 ADVANCED DINING SERVICE**
3 crs
Students are exposed to advanced table service techniques, tableside preparation and the importance of guest satisfaction. Students also gain experience in cash operational procedures and limited beverage service.

**CA 235 INTERNATIONAL CUISINE**
3 crs
Menus reflecting European, American, Asian and Caribbean are produced. Production focuses on indigenous ingredients and cooking methods.

**CA 265 GARDE MANGER II**
3 crs
The course develops concepts taught in Garde Manger I with a greater emphasis on advanced larder preparations such as ice carving, tallow fruit and vegetables.

**FSMG 110/FS 110 MENU PLANNING & NUTRITION**
3 crs.
This course provides participants with information necessary to plan, design and price menus of various types and styles. Information will be provided on relevant nutritional concerns and the nutrients.

**FSMG 105 SANITATION**
3 crs
This course focuses on the avoidance of food contamination in the hospitality industry and its connection with the human and physical environment. Safety at work and accident prevention is also covered in the course.

**FS 002 PERSONAL HEALTH, SAFETY & HYGIENE**
0 crs
A course that focuses on basic micro-biology, personal hygiene and the proper handling of food and the local regulations that governs the food service industry.
FS 009 MENU PLANNING
0 crs
An introduction to the various menus, focussing on how they are planned, developed and priced.

FS 003 SANITATION
0 crs
A course that provides students with basic information on microbiology, personal hygiene. Pest control and methods of cleaning and sanitizing are also covered in the course.

FS 008 NUTRITION
0 crs
This course provides students with information on the human digestive system, the major nutrients and their sources and the effects of malnutrition on the body. Focus is also placed on menu planning for individuals who are restricted from eating certain foods.

HM 008 PURCHASING I
0 crs
Basic principles of purchasing food, beverage, equipment, contract services, and supplies. Primary focus on product identification, supplier selection, and the ordering, receiving, storing, and issuing process.

CA 015 INTRODUCTION TO BAKING
3 crs
A course that introduces students to the basic preparation of baking products. Emphasis is also placed on the calculation of ingredients and on the identification of baking tools and equipment.

HM 120 Basic Interior Design
3 crs
A course designed to provide theoretical and practical knowledge and skills in interior design and decorating, with an emphasis on the hospitality sector. Basic information on the primary aspects of design, space and materials is also included.

CR 004 Customer Handling Skills
0 crs.
A course designed to expose students to customer handling skills, techniques and behaviours that are essential to the hospitality sector.

CA 100 Introduction to Food Preparation
3 crs.
An introduction to quality food preparation and cooking is covered with an emphasis on food preparation techniques, selection of equipment, the provision of nutritionally adequate meals and the effective use of time.

CA 010 INTERNATIONAL BREAD BAKING
0 crs.
This course introduces the techniques utilized in the preparation of various types of international breads. A wide variety of techniques and products are utilized to provide students with an in-depth understanding of the principles and practical skills of quality baking.

CA 059 CAKE BAKING & DECORATING
0 crs.
Students are introduced to skills, concepts and techniques of quality cake decorating. The course includes: preparation of icings and butter creams, use of pastry tips, paper cones and pastry bags, cake preparation and icing, borders, flowers and piping.

CA 062 BASIC GARDE MANAGER
0 crs.
A basic course in the preparation of the cold buffet with an emphasis on salads, sandwiches, ice carvings, lard sculptures, hors d’oeuvres, pates, poultry and meats.

CA 180 CATERING SERVICE TECHNIQUES
3 crs.
This course is a study of the logistical and entrepreneurial aspects of catering. Emphasis is placed on food preparation, transportation, presentation and cost controls in a variety of settings.

CA 210 WINES & SPIRITS
3 crs.
A study of the classification, production, identification and service of alcoholic beverages, with an emphasis on wines. A systematic approach to tasting and evaluating wines & spirits will be utilized.

CA 230 MIXOLOGY & BEVERAGE SERVICE
3 crs.
This course studies techniques involved in beverage control and the mixing of popular bar drinks and cocktails. Emphasis is on a comprehensive and detailed exploration on the origins, production and characteristics of all types of alcoholic beverages.

HM 010 INDUSTRIAL INTERNSHIP
3 crs.
A course that provides the student with an opportunity to put into practice the principles learned in the classroom through placement in the front office of a resort hotel, for eight (8) weeks.

**TR 200 TRAVEL AGENCY MANAGEMENT**  
3 crs.  
This course introduces students to travel agency operation, techniques and services that are provided by the travel agency. Emphasis is on knowledge of the travel process from inception to the experience.

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**SCHOOL OF NATURAL SCIENCES AND ENVIRONMENTAL STUDIES (SNSES)**  
A-Block(A77) and BASE ROAD CENTRE.

Chairperson: Mr. Lionel Johnson

The School of Natural Sciences and Environmental Studies offers a number of programmes, which lead to the Associate or Bachelor Degree. Offerings include:

**ASSOCIATE DEGREE PROGRAMMES**

- Agribusiness  
- Agriculture and Environmental Science  
- Biology  
- Biology with Agriculture  
- Biology with Chemistry  
- Chemistry  
- Chemistry with Biology  
- Chemistry with Mathematics  
- Geography  
- Mathematics  
- Physics with Chemistry  
- Physics with Mathematics

**BACHELOR DEGREE PROGRAMMES**

- Biology with Chemistry  
- Mathematics

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Physics with Mathematics

**OUTLINE OF PROGRAMMES**

Unless otherwise stated the following General Education Courses are required for:

All Bachelor Degrees

- Use of English: 6 crs  
- English Studies/SCCA: 6 crs  
- Social Sciences: 6 crs  
- Natural Sciences: 6-21 crs  
- Mathematics: 3-6 crs  
- Library Orientation: 0 crs  
- Student Development Seminar: 0 crs  
- Intro to Business Applications: 3 crs

All Associate Degrees

- Use of English: 6 crs  
- English Studies: 6 crs  
- Social Sciences: 6 crs  
- Natural Sciences: 6 crs  
- Mathematics: 3 crs  
- Library Orientation: 0 crs  
- Student Development Seminar: 0 crs

**BACHELOR DEGREES**

**MAJOR: BIOLOGY WITH CHEMISTRY**

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**Credits**

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<td>Principles of Genetics</td>
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<td>BILB 220</td>
<td>Principles of Genetics Laboratory</td>
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<tr>
<td>ENSC 200</td>
<td>Environmental Studies</td>
<td>3</td>
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<tr>
<td>ENLB 200</td>
<td>Environmental Studies Laboratory</td>
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<tr>
<td>BIOL 302</td>
<td>Research Methods</td>
<td>3</td>
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<td>BIOL 475</td>
<td>Bioethics</td>
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<tr>
<td>BIOL 480</td>
<td>Directed Independent Study</td>
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<tr>
<td>BIOL 490</td>
<td>Biology Seminar</td>
<td>2</td>
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<td>Course</td>
<td>Title</td>
<td>Credits</td>
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<tr>
<td>CHEM 225</td>
<td>College Chemistry II</td>
<td>4 crs</td>
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<tr>
<td>CHLB 225</td>
<td>College Chemistry II Laboratory</td>
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</tr>
<tr>
<td>CHEM 230</td>
<td>Organic Chemistry I</td>
<td>4 crs</td>
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<tr>
<td>CHLB 230</td>
<td>Organic Chemistry I Laboratory</td>
<td>1 cr</td>
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<td>PHYSIOLOGY</td>
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<tr>
<td>BIOL 310</td>
<td>Animal Physiology</td>
<td>4 crs</td>
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<tr>
<td>BIOL 330</td>
<td>Genetics</td>
<td>4 crs</td>
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<tr>
<td>BIOL 335</td>
<td>Cell and Molecular Biology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 336</td>
<td>Biochemistry</td>
<td>4 crs</td>
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<tr>
<td>BIOL 337</td>
<td>Advance Developmental Biology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 338</td>
<td>Biochemistry II</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 365</td>
<td>Plant Physiology</td>
<td>3 crs</td>
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<tr>
<td>BILB 365</td>
<td>Plant Physiology Laboratory</td>
<td>1 cr</td>
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<tr>
<td>BIOL 370</td>
<td>Environmental Biology</td>
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<tr>
<td>BIOL 385</td>
<td>Vertebrate Zoology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 386</td>
<td>Comparative Vertebrate Anatomy</td>
<td>4 crs</td>
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<tr>
<td>BIOL 395</td>
<td>Fisheries Biology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 410</td>
<td>General Entomology</td>
<td>4 crs</td>
</tr>
<tr>
<td>CHEM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEM 240</td>
<td>Physical Chemistry</td>
<td>5 crs</td>
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<tr>
<td>CHEM 325</td>
<td>Analytic Chemistry</td>
<td>4 crs</td>
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<tr>
<td>CHLB 325</td>
<td>Analytic Chemistry Laboratory</td>
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<td>CHEM 330</td>
<td>Organic Chemistry</td>
<td>5 crs</td>
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<tr>
<td>CHEM 336</td>
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<td>4 crs</td>
</tr>
<tr>
<td>CHEM 340</td>
<td>Physical Chemistry</td>
<td>5 crs</td>
</tr>
<tr>
<td>CHEM 342</td>
<td>Organic Chemistry III</td>
<td>5 crs</td>
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<tr>
<td>CHEM 344</td>
<td>Biochemistry II</td>
<td>4 crs</td>
</tr>
<tr>
<td>CHEM 446</td>
<td>Environmental Chemistry</td>
<td>4 crs</td>
</tr>
</tbody>
</table>

In addition to the biology courses specified in the third and fourth years, students must complete 24 biology credits at the 300- and 400-level. Four (4) credits must be selected from each of the following areas – (i) environmental biology, (ii) morphology/organismic and (iii) physiology, for a total of 12 credits. The remaining 12 credits, with at least eight (8) credits at the 400-level, may be chosen from one or more of the aforementioned areas. Courses are to be selected in consultation with the student’s programme advisor. Additionally, students must complete 18-21 Chemistry credits at the 300- and/or 400-level.

**ELECTIVES........................................18 Credits**

(CHEM 135, PHYS 165 must be taken as general electives)

**MAJOR: MATHEMATICS**

**GENERAL EDUC REQUIREMENTS.....41 Credits**

**MAJOR COURSES................................74 Credits**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MATH 167</td>
<td>Precalculus I – Algebra</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 168</td>
<td>Precalculus II – Trigonometry</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 170</td>
<td>Calculus with Analytic Geometry I</td>
<td>4 crs</td>
</tr>
<tr>
<td>MATH 159</td>
<td>Intro to Probability and Statistics I</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Calculus with Analytic Geometry II</td>
<td>4 crs</td>
</tr>
<tr>
<td>MATH 251</td>
<td>Linear Algebra</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 259</td>
<td>Intro to Probability &amp; Statistics II</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 274</td>
<td>Differential Equations</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Multivariable Calculus</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 210</td>
<td>Computer Programming Concepts</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 300</td>
<td>Intro to Abstract Mathematics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 360</td>
<td>Probability Theory &amp; Math Statistics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 320</td>
<td>Numerical Methods</td>
<td>3 crs</td>
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<tr>
<td>MATH 340</td>
<td>Geometry</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 380</td>
<td>Advanced Calculus</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 370</td>
<td>Abstract Algebra I</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 390</td>
<td>Discrete Math</td>
<td>3 crs</td>
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<tr>
<td>MATH 400</td>
<td>History of Mathematics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 410</td>
<td>Real Analysis I</td>
<td>3 crs</td>
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<tr>
<td>MATH 420</td>
<td>Complex Analysis I</td>
<td>3 crs</td>
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<tr>
<td>MATH 450</td>
<td>Advanced Differential Equations</td>
<td>3 crs</td>
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<tr>
<td>MATH 470</td>
<td>Abstract Algebra II</td>
<td>3 crs</td>
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<tr>
<td>MATH 490</td>
<td>Topics in Advanced Mathematics</td>
<td>3 crs</td>
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<tr>
<td>MATH 411</td>
<td>Real Analysis II</td>
<td>3 crs</td>
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<tr>
<td>MATH 430</td>
<td>Introduction to Topology</td>
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<td>MATH 350</td>
<td>Introduction to Number Theory</td>
<td>3 crs</td>
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</tbody>
</table>

**ELECTIVES........................................10 Credits**

**MAJOR: PHYSICS WITH MATHEMATICS**

**GENERAL EDUC REQUIREMENTS.....33 Credits**

**MAJOR COURSES................................84 Credits**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MATH 170</td>
<td>Calculus with Analytical Geometry I</td>
<td>4 crs</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Calculus with Analytical Geometry II</td>
<td>4 crs</td>
</tr>
<tr>
<td>MATH 274</td>
<td>Differential Equations</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 280</td>
<td>Multivariable Calculus</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 300</td>
<td>Intro. To Abstract Mathematics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 320</td>
<td>Numerical Methods</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 380</td>
<td>Advanced Calculus</td>
<td>3 crs</td>
</tr>
<tr>
<td>MATH 370</td>
<td>Abstract Algebra I</td>
<td>3 crs</td>
</tr>
<tr>
<td>*MATH 450</td>
<td>Advanced Differential Equations</td>
<td>3 crs</td>
</tr>
<tr>
<td>PHYS 176</td>
<td>College Physics I</td>
<td>4 crs</td>
</tr>
<tr>
<td>**PHYS 186</td>
<td>College Physics II</td>
<td>4 crs</td>
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<tr>
<td>**PHYS 276</td>
<td>College Physics III</td>
<td>4 crs</td>
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<tr>
<td>PHYS 286</td>
<td>College Physics IV</td>
<td>4 crs</td>
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<tr>
<td>PHYS 375</td>
<td>Medical Physics</td>
<td>3 crs</td>
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<td>PHYL 375</td>
<td>Medical Physics Laboratory</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHYS 378</td>
<td>Physics of Energy Resources</td>
<td>4 crs</td>
</tr>
<tr>
<td>PHYS 376</td>
<td>Thermodynamics</td>
<td>3 crs</td>
</tr>
<tr>
<td>PHYL 376</td>
<td>Thermodynamics Laboratory</td>
<td>1 cr</td>
</tr>
<tr>
<td>PHYS 377</td>
<td>Atomic and Nuclear Laboratory</td>
<td>1 cr</td>
</tr>
<tr>
<td>*PHYS 387</td>
<td>Electricity and Magnetism</td>
<td>4 crs</td>
</tr>
<tr>
<td>*PHYS 388</td>
<td>Electromagnetic Theory</td>
<td>4 crs</td>
</tr>
<tr>
<td>*PHYS 476</td>
<td>Quantum Mechanics and Physics</td>
<td>4 crs</td>
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<tr>
<td>Choose any two of the following courses</td>
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<tr>
<td>*PHYS 477</td>
<td>Atmospheric Physics</td>
<td>4 crs</td>
</tr>
<tr>
<td>*PHYS 478</td>
<td>Fluid Dynamics and Environmental Physics</td>
<td>4 crs</td>
</tr>
<tr>
<td>*PHYS 486</td>
<td>Solid State Physics</td>
<td>4 crs</td>
</tr>
</tbody>
</table>

**ELECTIVES..................................................18 Credits**
(BIOL 100 & BIOL 200 must be taken as general electives)

* These courses are still being developed.
** PHYS 186 is the same as PHYS 270 in the AA program and PHYS 274 is the same as PHYS 270 in the AA program

**ASSOCIATES DEGREES**

**MAJOR: AGRIBUSINESS**

GENERAL EDUC REQUIREMENTS .....27 Credits

MAJOR COURSES..............................................24 Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ACCA III</td>
<td>Fundamentals of Accounting</td>
<td>3 crs</td>
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<tr>
<td>AGRI 127</td>
<td>Livestock Science</td>
<td>3 crs</td>
</tr>
<tr>
<td>AGRI 228</td>
<td>Crop Protection</td>
<td>4 crs</td>
</tr>
<tr>
<td>AGRI 229</td>
<td>Agricultural Economics</td>
<td>3 crs</td>
</tr>
<tr>
<td>AGRI 237</td>
<td>Agricultural Botany</td>
<td>4 crs</td>
</tr>
<tr>
<td>BUSI 101</td>
<td>Introduction to Business</td>
<td>3 crs</td>
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<tr>
<td>CWEI 203</td>
<td>Crop Work Experience</td>
<td>3 crs</td>
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</tbody>
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**MAJOR: AGRICULTURE/ENVIRONMENTAL SCIENCE**

GENERAL EDUC REQUIREMENTS ......28 Credits
(Only 3 Natural Science credits required)

MAJOR COURSES.................................26 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI 101</td>
<td>Agricultural Geography</td>
<td>3 crs</td>
</tr>
<tr>
<td>AGRI 126</td>
<td>Soil Science</td>
<td>4 crs</td>
</tr>
<tr>
<td>AGRI 127</td>
<td>Livestock Science</td>
<td>4 crs</td>
</tr>
<tr>
<td>AGRI 228</td>
<td>Crop Protection</td>
<td>4 crs</td>
</tr>
<tr>
<td>AGRI 229</td>
<td>Agricultural Economics</td>
<td>3 crs</td>
</tr>
<tr>
<td>AGRI 237</td>
<td>Agricultural Botany</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIO 140</td>
<td>Genetics</td>
<td></td>
</tr>
<tr>
<td>or</td>
<td>ENSC 201 Environmental Science</td>
<td>4 crs</td>
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</tbody>
</table>

**ELECTIVES..................................................9 Credits**
(BIO 213 or BIO 215, and BIO 224 or BIO 225 must be taken as general electives)

**MAJOR: BIOLOGY**

GENERAL EDUC REQUIREMENTS ....29 Credits
(8 Natural Science Credits required)

MAJOR COURSES.................................26 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BIOL 140</td>
<td>Intermediate Biology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 213</td>
<td>College Botany</td>
<td>5 crs</td>
</tr>
<tr>
<td>BIOL 214</td>
<td>Genetics</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Invertebrate Zoology</td>
<td>5 crs</td>
</tr>
<tr>
<td>BIOL 216</td>
<td>Ecology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 224</td>
<td>Vertebrate Zoology</td>
<td>4 crs</td>
</tr>
<tr>
<td><strong>ELECTIVES.....................................9 Credits</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(BIO 225 or BIO 231 must be taken as a general elective)</td>
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</table>

**MAJOR: BIOLOGY WITH AGRICULTURE (COMBINED)**

GENERAL EDUC REQUIREMENTS......29 Credits

MAJOR COURSES.........................34 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 140</td>
<td>Intermediate Biology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 213</td>
<td>College Botany</td>
<td>5 crs</td>
</tr>
<tr>
<td>BIOL 214</td>
<td>Genetics</td>
<td>4 crs</td>
</tr>
<tr>
<td>or</td>
<td>BIOL 216 Ecology</td>
<td>4 crs</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Invertebrate Zoology</td>
<td>5 crs</td>
</tr>
<tr>
<td>BIOL 224</td>
<td>Vertebrate Zoology</td>
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</tr>
<tr>
<td>or</td>
<td>ENSC 201 Environmental Science</td>
<td>4 crs</td>
</tr>
</tbody>
</table>

**ELECTIVES..................................................9 Credits**
(BIO 225 or BIO 231 must be taken as a general elective)
BIOL 225  Plant Physiology   4 crs
AGRI 126 Soil Science   4 crs
AGRI 127 Livestock Science   4 crs
AGRI 237 Agricultural Botany   4 crs

**MAJOR: BIOLOGY WITH CHEMISTRY (COMBINED)**

**GENERAL EDUC REQUIREMENTS**...........27 Credits  
**MAJOR COURSES**..............................33 Credits

- BIOL 140 Intermediate Biology   4 crs
- BIOL 213 College Botany   5 crs
- BIOL 215 Invertebrate Zoology   5 crs
- BIOL 214 Genetics
  - or
- BIOL 216 Ecology
  - or
- BIOL 224 Vertebrate Zoology
  - or
- BIOL 225 Plant Physiology

or

- BIOL 231 Marine Biology   4 crs
- CHEM 135 College Chemistry I   5 crs
- CHEM 225 College Chemistry II   5 crs
- CHEM 200 Level Course   5 crs

**MAJOR: CHEMISTRY WITH BIOLOGY (COMBINED)**

**GENERAL EDUC REQUIREMENTS**...........27 Credits  
**MAJOR COURSES**..............................33 Credits

- CHEM 135 College Chemistry I   5 crs
- CHEM 225 College Chemistry II   5 crs
- CHEM 230 Organic Chemistry   5 crs
- CHEM 235 Inorganic Chemistry
  - or
- CHEM 240 Physical Chemistry   5 crs

or

- BIOL 140 Intermediate Biology   4 crs
- Other Biology Courses   9 crs  
  (*Note: MATH 170 must be taken as a Natural Sciences requirement if CHEM 240 is chosen)

**MAJOR: CHEMISTRY WITH MATHEMATICS**

**COMBINED**

**GENERAL EDUC REQUIREMENTS**...........27 Credits  
**MAJOR COURSES**..............................34 Credits

- CHEM 135 College Chemistry I   5 crs
- CHEM 225 College Chemistry II   5 crs
- CHEM 230 Organic Chemistry   5 crs
- CHEM 235 Inorganic Chemistry
  - or
- CHEM 240 Physical Chemistry   5 crs
- MATH 168 Trigonometry   3 crs

or

- MATH 166 Mechanics I   3 crs
- MATH 167 Algebra   3 crs
- MATH 168 Trigonometry   3 crs
- MATH 170 Calculus and Analytical Geometry I   4 crs
- MATH 251 Linear Algebra   3 crs
- MATH 270 Calculus and Analytical Geometry II   4 crs
- MATH 274 Differential Equations   3 crs
- MATH 280 Multivariable Calculus   3 crs

- ELECTIONS.................................9 credits
  (*Note: CDP 101 must be taken as a general elective)

MAJOR: CHEMISTRY

**GENERAL EDUC REQUIREMENTS**...........28 Credits  
**MAJOR COURSES**..............................25 Credits

- CHEM 135 College Chemistry I   5 crs
- CHEM 225 College Chemistry II   5 crs
- CHEM 230 Organic Chemistry   5 crs
- CHEM 235 Inorganic Chemistry   5 crs
- CHEM 240 Physical Chemistry   5 crs

- ELECTIONS.................................9 credits
  (*NOTE: Math 170 MUST be taken as a Natural Science Requirement.)

MAJOR: GEOGRAPHY

**GENERAL EDUC REQUIREMENTS**...........27 Credits  
**MAJOR COURSES**..............................24 Credits

- GEOG 100 Intro To Bahamian Geography   3 crs
- GEOG 113 Human & Cultural Geography   3 crs
- GEOG 114 Climatology & Biogeography   3 crs
- GEOG 205 Development World (W.I.)   3 crs
- GEOG 220 Economic Geography   3 crs
- GEOG 222 Landscapes & Soils   3 crs
- GEOG 204 Developed World (N.A.)   3 crs
- GEOG 223 Geography of Underdevelopment   3 crs

- ELECTIONS.................................9 credits

MAJOR: MATHEMATICS

**GENERAL EDUC REQUIREMENTS**...........27 Credits  
**MAJOR COURSES**..............................26 Credits

- MATH 166 Mechanics I   3 crs
- MATH 167 Algebra   3 crs
- MATH 168 Trigonometry   3 crs
- MATH 170 Calculus and Analytical Geometry I   4 crs
- MATH 251 Linear Algebra   3 crs
- MATH 270 Calculus and Analytical Geometry II   4 crs
- MATH 274 Differential Equations   3 crs
- MATH 280 Multivariable Calculus   3 crs

- ELECTIONS.................................9 credits
  (*Note: CDP 101 must be taken as a general elective)
SCHOOL OF NATURAL SCIENCES AND ENVIRONMENTAL STUDIES (NSES)

COURSE DESCRIPTIONS

AGRICULTURE AND ENVIRONMENTAL SCIENCE

AGRI 101 AGRICULTURAL GEOGRAPHY
3 lecs. 2 labs. 3 crs.
An examination of the environmental, social and economic factors affecting Bahamian agriculture and the response both historically and present, to these factors. This includes the role of structure, infrastructure and crops in agricultural production as well as the study of agricultural production itself.
Pre-requisite: Admission to AA programme

AGRI 126 SOIL SCIENCE
4 lecs. 2 labs. 4 crs.
The formation and classification of Bahamian soils, their physical and chemical properties, management and preparation, etc.
Pre-requisite: Admission to AA programme

AGRI 127 LIVESTOCK SCIENCE
4 lecs. 2 labs. 4 crs.
Anatomy, physiology and management of the five major livestock: cow, sheep, pig, goat and poultry. The course includes field trips.
Pre-requisite: Admission to AA programme.

AGRI 228 CROP PROTECTION
4 lecs. 2 labs. 4 crs.
A study of the pests and their prevention in crops, with particular attention to relevant crops in The Bahamas.
Pre-requisite: Admission to AA programme

AGRI 229 AGRICULTURAL ECONOMICS
4 lecs. 3 crs.
A brief look at the economics of farming, record keeping, marketing structure and costs involved.
Pre-requisite: Admission to AA programme

AGRI 237 AGRICULTURAL BOTANY
4 lecs. 2 labs. 4 crs.
This course consists of a full description of the major families of plants in agriculture, including morphology of roots, stems, leaves, flowers and fruits; important aspects of ecology, physiology and a study of methods of cultivation of each crop.
Pre-requisite: BIOL 071, or GCE/BGCSE Biology C

ENSC 201 ENVIRONMENTAL SCIENCE
3 lecs. 3 crs.
This course deals with the impact of human activities on the environment. Topics include
agricultural pollution, water pollution, air pollution, solid and hazardous wastes, sewage, coastal erosion and land use.
Pre-requisite: Admission to AA programme or Bachelor programme permission of Instructor/Chairperson.
Co-requisite: ENSCL 201

ENSCL 201 ENVIRONMENTAL SCIENCE LABORATORY
2 labs. 1 cr.
This is the practical component of ENSC 201. A number of field trips to various sites of environmental concern and experiments on soil and water analysis and water treatment are conducted in this course.

BIOLOGY

BIOL 071 COLLEGE PREP. BIOLOGY
3 lecs. 2 labs. 0 cr.
This course was designed so that students deficient in biology might be equipped for entry into BIOL 140 (Intermediate Biology), a college level course. It deals (at the introductory level) with many of the topics covered in BIOL 140 related to the basic anatomy and physiological processes in plants and animals.
Pre-requisite: None

BIOL 100 PRINCIPLES OF BIOLOGY
3 lecs. 3 crs
This course deals with basic biological concepts. Discussed are principles of biochemistry and inheritance, theories of origin and classification of organisms, community interactions and ecosystems.
Pre-requisite: BGCSE Biology “C” or BIOL 017 or BIOL 109 or SCI 070
Co-requisite: BILB 100

BILB 100 PRINCIPLES OF BIOLOGY LABORATORY
2 labs. 1 cr.
This course is the laboratory component of BIOL 100 – Principles of Biology. The subject matter focuses on standard laboratory protocols and fundamental concepts in biology. The laboratory work will emphasize the proper use of the laboratory techniques and the interpretation and presentation of data.
Pre-requisite: BGCSE Biology “C” or BIOL 017 or BIOL 109 or SCI 070
Co-requisite: BIOL 100

BIOL 109 GENERAL BIOLOGY
4 lecs. 3 crs.
This course is a general course, which surveys selected topics in biology, and is intended for non-science majors.
Pre-requisite: BIOL 100 & BILB 100
Co-requisite: BIOL 201

BIOL 116 ECOLOGY
3 lecs. 2 labs. 3 crs.
A study of the ecology of The Bahamas from a theoretical and practical prospective. The study includes primitive organisms, soil, marine, atmospheric, plant and animal life as well as problems of conservation and pollution.
Pre-requisite: Admission to AA programme.

BIOL 131 ANATOMY AND PHYSIOLOGY I
4 lecs. 2 labs. 4 crs.
A study of the normal organisation, structure and function of the human body as a whole, (including the cell, tissues, meiosis, mitosis, the skeleton - landmarks, transport systems, the respiratory system, resuscitation, CPR, immunological response, the gastro-intestinal system); and the total effect that the above systems have upon the human individual.
Pre-requisite: BIOL 071, 109, or pass in O’ Level GCE/BGCSE Biology.

BIOL 132 ANATOMY AND PHYSIOLOGY II
4 lecs. 2 labs. 4 crs.
This course continues the study of the normal structure and function of the human body, the systems as a whole, (including urinary, integumentary, nervous, endocrine; muscle - skeletal and male and female reproductive systems); and the total effects that the above systems have upon the human individual.
Pre-requisite: BIOL 131

BIOL 140 INTERMEDIATE BIOLOGY
4 lecs. 2 labs. 4 crs.
An intermediate biology course, which covers such topics as the physiological processes of flowering plants and the structure and functions of organ systems as illustrated by the study of mammals.
Pre-requisite: BIOL 071, BIOL 109 or pass in O’ Level G.C.E./BGCSE Biology

BIOL 200 ANIMAL BIOLOGY
3 lecs. 3 crs.
This course investigates the general principles of animal biology. The systematic histology, and anatomy and physiology of animals are discussed. Emphasis is placed on diversity following a system approach.
Pre-requisite: BIOL 100 & BILB 100
Co-requisite: BILB 200

BILB 200 ANIMAL BIOLOGY LABORATORY
2 labs. 1 cr.
This course is the laboratory component of BIOL 200 – Animal Biology. Laboratory sessions will introduce students to the structure, function and diversity of animals, providing reinforcement of materials covered by the lectures.
Pre-requisite: BIOL 100 & BILB 100
Co-requisite: BIOL 200

BIOL 201 PLANT BIOLOGY
3 lecs. 3 crs
This course examines the morphological structures of the plant, which include the stem, root, leaf and flower. It focuses on classification, plant tissues, photosynthesis, and reproduction of the spermatophytes.
Pre-requisite: BIOL 100 & BILB 100
Co-requisite: BILB 201

BILB 201 PLANT BIOLOGY LABORATORY
2 lecs. 1 cr
This is the practical component of BIOL 201 and involves closer examination of local flora and prepared slides. Field trips are also made to study plants in their natural environment.
Pre-requisite: BIOL 100 & BILB 100
Co-requisite: BIOL 201

BIOL 213 COLLEGE BOTANY
4 lecs. 3 labs. 5 crs.
A general survey of the morphological features and economic importance of the major plant groups, and the evolutionary trends and origin of the plant kingdom.
Pre-requisite: BIOL 140

BIOL 214 GENETICS
4 lecs. 2 tuts. 4 crs.
A general survey of the principles, mechanisms and theories governing heredity; and the application of genetic principles in agricultural practices.
Pre-requisite: BIOL 140

BIOL 215 INVERTEBRATE ZOOLOGY
4 lecs. 3 labs. 5 crs.
This first course in Invertebrate Zoology covers the major concepts of Invertebrate Zoology. Emphasis is placed on the characteristics and general features of representative members of each major phyla. A comparative evolutionary, ecological and natural history approach is adopted.
Pre-requisite: BIOL 140

BIOL 216 ECOLOGY
4 lecs. 2 labs. 4 crs.
This course covers major ecological principles, which are used to address current and historical environmental issues. A major component of this course is laboratory and field studies.
Pre-requisite: BIOL 140

BIOL 223 MICROBIOLOGY FOR HEALTH CARE PERSONNEL
4 lecs. 2 labs. 4 crs.
This course introduces the students to the study of microorganisms and their relationships to man in health and disease. It also provides the students with knowledge and skills, which they will utilise to maintain a safe environment for individuals and families (within the community) throughout the health-illness continuum.
Pre-requisite: CHEM 115, and BIOL 131 or BIOL 132 or BIOL 140

BIOL 224 VERTEBRATE ZOOLOGY
4 lecs. 2 labs. 4 crs.
Comparative anatomy and evolutionary relationships of the main vertebrate groups. A review of the functions of the organ systems covered.
Pre-requisite: BIOL 140

BIOL 225 PLANT PHYSIOLOGY
4 lecs. 2 labs. 4 crs.
A chemical and physical analysis of the structure and functions of a cell and factors governing the growth of a plant.
Pre-requisite: BIOL 140 and CHEM 115

BIOL 231 MARINE BIOLOGY
4 lecs. 2 labs. 4 crs.
This course explains the geological, physical and chemical aspects of the oceans that influence marine life. Tropical marine ecosystems and human impact on these systems, in the context of sustainable development and conservation are discussed. Field trips are included.
Pre-requisite: BIOL 140

BIOL 310 ANIMAL PHYSIOLOGY
3 lecs. 1 tut. 3 crs.
Topics covered in the course are neurophysiology, endocrinology, and the physiology of major organ systems. Emphasis is placed on the importance of control, regulatory and integrative processes involved in maintaining homeostasis and sustaining life.
Pre-requisite: BIOL 140; permission of instructor or Chairperson
Co-requisite: BILB 310

BILB 310 ANIMAL PHYSIOLOGY LABORATORY
2 labs. 1 cr.
This course is the laboratory component of BIOL 310 – Animal Physiology.
Co-requisite: BIOL 310

BIOL 350 INVERTEBRATE ZOOLOGY
3 lecs. 1 tut. 3 crs.
This course will provide an overview of the diversity of invertebrates. It takes an integrative approach to learning about invertebrates that will involve phylogeny, ecology, morphology and physiology.
Pre-requisite: BIOL 140; permission of instructor or Chairperson
Co-requisite: BILB 350

BILB 350 INVERTEBRATE ZOOLOGY LABORATORY
3 labs. 1 tut. 2 crs.
This course is the laboratory component of BIOL 350. The subject matter focuses on the phylogeny, ecology, morphology and physiology of invertebrates.
Co-requisite: BIOL 350

BIOL 365 PLANT PHYSIOLOGY II
3 lecs. 3 crs.
This course deals with various life processes in higher plants and the effect of various environmental factors on these processes.
Pre-requisite: BIOL 140; permission of instructor or Chairperson
Co-requisite: BILB 365

BILB 365 PLANT PHYSIOLOGY II LABORATORY
4 labs. 2 crs.
This course is the laboratory component of BIOL 365. Experiments will be conducted on the physiological processes of plants to help in the understanding of the coursework.
Co-requisite: BIOL 365

BIOL 380 VERTEBRATE ZOOLOGY
3 lecs. 3 crs.
This course is an investigation of the biology of vertebrates, including systematics, diversity, and structural and functional adaptations of the fishes, amphibians, reptiles, birds, and mammals.
Pre-requisite: BIOL 140; permission of instructor or Chairperson
Co-requisite: BILB 380

BILB 380 VERTEBRATE ZOOLOGY LABORATORY
3 labs. 1 cr.
This course is the laboratory component of BIOL 380 – Vertebrate Zoology. The subject matter focuses on the systematics, histology, anatomy and physiology of vertebrates. The work is designed to reinforce material covered in BIOL 380.
Co-requisite: BIOL 380

MARINE SCIENCE

MARI 100 INTRODUCTION TO OCEANOGRAPHY
3 lecs. 2 labs. 3 crs.
This course gives a broad overview of the biological, chemical, physical and geological processes that interact within the marine environment and discusses the impact of human activities upon it. The course is designed for non-science majors.
Pre-requisite: Acceptance into AA programme

CHEMISTRY

CHEM 071 COLLEGE PREPARATORY CHEMISTRY
3 lecs. 2 labs. 0 cr.
College Preparatory Chemistry is designed for students with very little or no background in chemistry. Upon satisfactory completion of this course students may enter College Level Chemistry courses.
Pre-requisite: None

CHEM 100 CHEMISTRY IN THE WORLD AROUND US
4 lecs. 3 crs.
This course is intended for non-science majors. It introduces the student to a wide variety of natural phenomena, and deals with many contemporary environmental issues.
Pre-requisite: Admission into AA programme.

CHEM 115 INTRODUCTORY CHEMISTRY
4 lecs. 2 labs. 3 crs.
An introduction to chemistry designed to prepare students with some background in the subject to enter College Chemistry courses.
Pre-requisite: CHEM 071 or a ‘D’ grade G.C.E.’O’/BGCSE, and MATH 048 or /BGCSE MATH (grade D)

CHEM 135 COLLEGE CHEMISTRY I
4 lecs. 3 labs. 5 crs.
This course introduces the student to some fundamental principles of Chemistry, which are necessary for further studies in physical, organic and inorganic chemistry and the Biological Sciences.
Pre-requisite: CHEM 115 or ‘B’ grade in ‘O’ level G.C.E./BGCSE Chemistry and MATH 140 or G.C.E. ’O’/BGCSE Math at grade ‘B’
CHEM 136 COLLEGE CHEMISTRY FOR HEALTH SCIENCE
4 lecs. 3 labs. 5 crs.
This course provides health scientists with a basic understanding of important chemical concepts and their relationship to life processes.
Pre-requisite: CHEM 115

CHEM 225 COLLEGE CHEMISTRY II
4 lecs. 3 labs. 5 crs.
A continuation of the fundamental principles of Physical Chemistry encountered in Chemistry 135. In addition students will be introduced to the main functional groups of organic compounds and to IUPAC principles of nomenclature of these compounds.
Pre-requisite: CHEM 135
Co-requisite: MATH 168

CHEM 230 ORGANIC CHEMISTRY
4 lecs. 3 labs. 5 crs.
Topics covered include the chemistry of carbon compounds, structure and structure determination, a systematic study of various functional groups, reaction mechanisms, and the role of carbon compounds in living systems.
Pre-requisite CHEM 225

CHEM 235 INORGANIC CHEMISTRY
4 lecs. 3 labs. 5 crs.
A study of periodicity, chemical bonding, the main groups of the periodic table and the first transition series, emphasising the application of physical-chemical principles encountered in previous chemistry courses and relating chemical reactivity to chemical structure.
Pre-requisite: CHEM 225

CHEM 240 PHYSICAL CHEMISTRY
4 lecs. 3 labs. 5 crs.
A course intended to prepare students for the GCE ‘A’ level examination in Chemistry, both general and physical. It includes the following topics: the Kinetic theory of matter, an introduction to thermodynamics, phase equilibrium, chemical kinetics and the solid state.
Pre-requisite: CHEM 225 and MATH 170

CHEM 325 ANALYTICAL CHEMISTRY
3 lecs. 1 tut. 3 crs.
This course presents theoretical information covering gravimetric, potentiometric, spectrophotometric and chromatographic techniques. Experimental data will be subjected to critical analysis.
Pre-requisite: CHEM 225; permission of instructor or Chairperson
Co-requisite: CHLB 325

CHLB 325 ANALYTICAL CHEMISTRY LABORATORY
3 labs. 1 tut. 2 crs.
This course is the laboratory component of CHEM 325. This course presents experiments covering gravimetric, potentiometric, spectrophotometric and chromatographic techniques. Experimental data will be subjected to critical analysis.
Co-requisite: CHEM 325

CHEM 330 ORGANIC CHEMISTRY II
3 lecs. 1 tut. 3 crs.
This course explores the major groups of organic chemicals. It guides students through an in-depth investigation of functional group reactions, structures and properties. Also, it seeks to encourage students to consider the role of organic chemicals in the world around us and to explore environmental and industrial effects and applications.
Pre-requisite: CHEM 230
Co-requisite: CHLB 330

GEOGRAPHY

GEOG 012 COLLEGE PREPARATORY GEOGRAPHY
3 Lec. 1 Lab. 0 Crs.
A preparatory study of the general principles of physical, economic and human geography. Attention will be paid to the interrelationship of the natural environment with human activity at the world and regional levels.
Pre-requisite: None

GEOG 100 INTRODUCTION TO THE GEOGRAPHY OF THE BAHAMAS
3 lec. 1 tut. One half-day field trip. 3 crs.
An instruction to the physical geography and resources of The Bahamas. Agricultural development, manufacturing and tourism in the economy. Size, growth and distribution of population city growth and settlements.
Pre-requisite: None

GEOG 101/AGRI 101 AGRICULTURAL GEOGRAPHY OF THE BAHAMAS
3 lec. 2 lab. 3 crs.
Approximately 6 half-day filed trips, one Family Island trip (one day). A detailed study of local geology, climate, landscapes and soils. A historic review of agriculture. Existing systems and methods. Infrastructure and marketing for
GEOG 102 INTRODUCTION TO THE GEOGRAPHY OF TOURISM
3 lec. 1 tut. 3 crs.
An introduction to geographical aspects of tourism including demand and supply areas, transport links and types of tourist developments, impacts and planning. The course is designed for students of tourism, geography and for general interest.
Pre-requisite: None

GEOG 113 HUMAN AND CULTURAL GEOGRAPHY
3 lec. 1 tut. 3 crs.
Pre-requisite: None

GEOG 114 CLIMATOLOGY AND BIOGEOGRAPHY
3 lec. 1 tut. 3 crs.
A study of the atmosphere, and its processes, world climates, urban climates, air pollution and world ecosystems. Man’s impact on these will also be studied.
Pre-requisite: None

GEOG 204 THE DEVELOPED WORLD – NORTH AMERICA
3 lec. 1 tut. 3 crs.
A systematic review of an industrialised region, dealing with population, agriculture, natural resources industrial development and location, settlement and migration. Exemplified by case studies from the U.S.A. and Canada.
Pre-requisite: GEOG 113 AND 114

GEOG 205 GEOGRAPHY OF THE WEST INDIES
3 lec. 1 tut. 3 crs.
In sequence with GEOG 223 the course focuses on the West Indian nations. Plantation and peasant agriculture. Mineral resources and industrial development. Tourism and its impacts.
Pre-requisite: GEOG 223

GEOG 206 GEOGRAPHY OF WESTERN EUROPE
3 lec. 1 tut. 3 crs.
As GEOG 204, but applies to the countries of Western Europe, especially the UK and members of the European Economic Community.
Pre-requisite: GEOG 113 and 114

GEOG 220 ECONOMIC GEOGRAPHY
3 Lec. 1 tut. 3 crs.
An in-depth study of economic principles of location exemplified by studies of agricultural land use, industrial location, environmental perception, and resource management.
Pre-requisite: GEOG 113

GEOG 221 POPULATION AND SETTLEMENT
3 lec. 1 tut. 3 crs.
A detailed study of population distribution, growth and migration. Demographic characteristics and statistics. Rural and urban settlement. Urbanisation, city form and function, new towns.
Pre-requisite: GEOG 113

GEOG 222 LANDSCAPES AND SOILS
3 lec. 1 tut. Two half-day field trips. 3 crs.
A detailed study of the crust of the earth, plate tectonics and geological structures. Major landforms and the processes of erosion and deposits that affect them. World soil types. Soil forming process. Factors affecting soil development.
Pre-requisite: None

GEOG 223 GEOGRAPHY UNDERDEVELOPMENT
3 lec. 1 tut. 3 crs.
The theory and nature of underdevelopment, characteristics of underdeveloped countries. The resource base, agriculture and rural settlement. Population studies.
Pre-requisite: GEOG 113 and 114

GEOG 231 MAPS AND STATISTICAL DIAGRAMS
2 lec. 2 lab. 3 crs.
A study with practical work of the use and construction of thematic maps and diagrams. This includes the collection and analysis of statistical data. Students undertake a project in the thematic illustration of statistics.
Pre-requisite: GEOG 113 and 114

GEOG 290 HUMAN AND PHYSICAL GEOGRAPHY
3 lec. 1 tut. 3 crs.
To introduce the social and physical geography of a selected world region through personal experience and to teach structured, organised observation in unfamiliar environments, including the skill of recording data in field notebooks. Orientation in Nassau, followed by six weeks in the study area.
Pre-requisite:

GEOG 299 THE GEOGRAPHY OF AFRICA
3 lec. 1 tut. 3 crs.
A regional geography of Africa including its basic physical features, flora and fauna, cultural diversity
and economic prospects. Problems of tribalism, desertification, and rapid population growth are examined, as are recent developments in African political geography.

Pre-requisite: 3rd year standing or permission of Chairperson and Instructor.

**GEOG 320 GEOGRAPHY AND THE ENVIRONMENT**
3 lec. 1 tut. 3 crs.
An examination of the natural environment, and the way humans affect and are affected by the environment, and the tools used to combat current environmental problems. Socio-economic and political factors will be stressed.

Pre-requisite: 2nd year standing or permission of Chairperson.

**GEOG 360 INTRODUCTION TO CARTOGRAPHY**
2 lec. 3 labs. 4 crs.
This course is a theoretical and practical introduction to the basic elements of map design and cartographic drawing techniques. Both conventional and computer-assisted cartography will be examined, although the former will be emphasized at this level.

Pre-requisite: 3rd year standing or permission of the Chairperson.

**GEOG 400 ADVANCED BAHAMIAN GEOGRAPHY**
3 lec. 1 tut. 3 crs.
The creation of new geographic material on The Bahamas through the utilization of knowledge and techniques gained in other courses, including computer graphics, statistical techniques, data collection, archival research and field observations. Individual students’ strengths will be harnessed to produce a group publication.

Pre-requisite: 3rd year standing with a background in geography, permission of instructor/chairperson.

**MATHEMATICS**

**MATH 047 COLLEGE PREPARATORY MATH II**
3 lecs. 1 tut. 0 cr.
This is the lowest level College Preparatory Mathematics course. Topics include vocabulary and laws of Arithmetic, numeracy skills, the place value system, basic algebra, elementary geometry, mensuration and co-ordinate geometry.

Pre-requisite: Mathematics Placement Test

**MATH 048 COLLEGE PREPREPARATORY MATH III**
3 lecs. 1 tut. 0 cr.
This is the final of the College Prep. Mathematics courses. Topics include: laws of indices/exponents and numbers in standard form, elementary algebra and mensuration, linear inequalities, co-ordinates, geometry, similarity and enlargement and elementary matrix operations.

Pre-requisite: Math Placement Test or Math 047

**MATH 140 BASIC COLLEGE MATHEMATICS**
3 lecs. 1 tut. 3 crs.
A course in mathematical tools for problem-solving including sets, descriptive statistics, sequences, algebraic notation and algebraic manipulations.

Pre-requisite: Math 048, Placement Exam or B.G.C.S.E. (C or better at the higher level).

**MATH 159 INTRODUCTION TO PROBABILITY AND STATISTICS**
3 lecs. 1 tut. 3 crs.
A foundation study of the concepts and applications of probability and statistics. Topics include: descriptive statistics; basic probability, including Bayes’ Theorem; continuous and discrete random variables and their distributions; sampling distributions; Central Limit Theorem. Introduction to statistical inference.

Pre-requisite: Math 140 or permission of the Instructor.

**MATH 166 MECHANICS I**
3 lecs. 1 tut. 3 crs.
An introduction to statics and dynamics. Topics include vectors, linear motion, the laws of motion, and simple cases of equilibrium. A modern approach will be used whenever possible.

Pre-requisite: MATH 167 and 168.

**MATH 167 PRECALCULUS I: ALGEBRA**
3 lecs. 1 tut. 3 crs.
Topics include real numbers and the number line, exponents, radicals, logarithms, algebraic fractions, solving equations and systems of equations, function concepts, algebraic and graphical analysis of polynomial and rational functions, and an introduction to matrix tools.

Pre-requisite: Math I40, Placement Exam, or B.G.C.S.E. (B or better).

**MATH 168 PRECALCULUS: TRIGONOMETRY**
3 lecs. 1 tut. 3 crs.
Topics include right triangle trigonometry with applications, unit circle definition of the trigonometric functions, graphs of trigonometric functions and their inverses, solution of trigonometric equations, parametric representations of curves, polar co-ordinates,
Euler's formula and Demoivre's Theorem, conic sections, binomial theorem.

Prerequisite: Math I40, placement exam or B.G.C.S.E. at B or better
Co-requisite: MATH 167

**MATH 170 CALCULUS WITH ANALYTIC GEOMETRY I**
4 lecs. 1 tut. 4 crs.
This is a first course in college calculus. Topics include limits, continuity, derivatives of functions, applications of the derivatives, antiderivatives and indefinite integrals, definite integrals and applications of the definite integral.
Pre-requisite: MATH 167 and 168

**MATH 251 LINEAR ALGEBRA**
4 lecs. 1 tut. 3 crs.
This course includes matrices, their transformations and determinants, vectors and vector spaces, linear independence and bases, dimension, kernel, spaces, sub-spaces, inner product spaces, eigenvalues, eigenvectors, eigenspaces and diagonalisation.
Pre-requisite: MATH 167

**MATH 259 STATISTICAL INFERENCE WITH APPLICATION**
3 lecs. 1 lab. 3 crs.
A continuation of Math I59. Topics include inference about the difference of two populations; goodness-of-fit tests; and two-way ANOVA; linear regression and correlation analysis' principles of research design. Students will use statistical software and produce and present research reports.
Prerequisite: Math I59 or equivalent

**MATH 266 MECHANICS II**
3 lecs. 1 tut. 3 crs.
A continuation of Math 166. Topics include impulse and momentum, work, energy and power; motion of a particle in two dimensions; further statics.
Pre-requisite: MATH 166

**MATH 270 CALCULUS AND ANALYTIC GEOMETRY II**
4 lecs. 1 tut. 4 crs.
This is the second course in calculus. Topics include: techniques of integration, indeterminate forms and L'Hopital's Rule, approximating areas under the curve, infinite sequences and series and methods to check for convergence, Taylor series and polynomials, conic sections, parameters and polar co-ordinates.
Pre-requisite: MATH 170

**MATH 274 DIFFERENTIAL EQUATIONS**
3 lecs. 1 tut. 3 crs.
This is a first course in ordinary differential equations. Topics include solving functions by direct integration, exact equations, integrating factors and exact differential forms, Wronskians, reductions of orders, auxiliary equations, superposition, Taylor series and approximation methods, Euler's method, Laplace transforms, and convolution.
Pre-requisite: MATH 270

**MATH 280 MULTIVARIABLE CALCULUS**
3 lecs. 1 tut. 3 crs.
This is the third course in the Calculus series. Topics include: vector-valued functions and their derivatives, double and triple integrals, Green's, Stokes' and The Divergence Theorems.
Pre-requisite: MATH 270

**MATH 285 STATISTICS III**
3 lecs. 1 tut. 4 crs.
This is the final course in the series of three. It covers further work on sampling and experimentation. The major part of the course is devoted to the completion of projects.
Pre-requisite: MATH 265

**MATH 286 MECHANICS III**
3 lecs. 1 tut. 4 crs.
This is the final course in the series of three leading to the Associate Degree and the London G.C.E. 'A' level examination in Pure and Applied Mathematics.
Pre-requisite: MATH 266

**MATH 300 INTRODUCTION TO ABSTRACT MATHEMATICS**
3 lecs. 3 crs.
A study of the theory and practice of mathematical proof and its foundations in symbolic logic and set theory. Applications to basic number theory and algebra.
Pre-requisite: Math 270 or equivalent or permission of instructor.

**MATH 320 NUMERICAL METHODS**
3 lecs. 1 lab. 3 crs.
A course aimed at examining various numerical approximation techniques: location of roots, interpolation, numerical differentiation, numerical integration, and solutions of systems of linear equations.
Pre-requisite: Math 270 or equivalent or permission of instructor.

**MATH 340 GEOMETRY**
A survey of Euclidean geometry with an introduction to non-Euclidean geometries. Additional topics include transformations and tessellations, constructions, and analytical geometry.
Pre-requisite: Math 300 or permission of Instructor.

MATH 360 PROBABILITY THEORY AND MATHEMATICAL STATISTICS I
3 lecs. 3 crs.
A foundation for advanced work in Mathematics, Statistics and Probability Theory. Topics include laws of probability, combinational probability; properties of set functions; random variables, functions of random variables; universal and multivariate distributions; random walks and Markov chains.
Pre-requisite: MATH 259 and MATH 270

MATH 370 ABSTRACT ALGEBRA I
3 lecs. 3 crs.
This is the first of two courses in Abstract Algebra. Topics covered are: methods of proofs; congruence; groups; homomorphism; rings; fields; integral domains; quotient groups; and polynomials in F[x] and their factorization.
Pre-requisite: MATH 251 and 3rd year standing or permission of the instructor

MATH 390 DISCRETE MATHEMATICS/COMBINATORICS
3 lecs. 3 crs.
This course comprises a study of the fundamentals of discrete mathematics and the basic problems and techniques of combinatorics. Topics include basic counting principles, permutations and combinations, the principle of inclusion and exclusion, The Pigeonhole Principle, basic graph theory, trees and circuits, generating functions and recurrence relations, and a survey of problems that illustrate the three main concerns of combinatorics.
Pre-requisite: MATH 300

MATH 400 HISTORY AND DEVELOPMENT OF MATHEMATICS
3 lecs. 3 crs.
A survey of the historical development of Mathematics over the centuries from origins in Egypt and Mesopotamia to the twentieth century. Research projects and presentations are integral components of the course.
Pre-requisite: Math 270 or permission of Instructor or Chairperson.

MATH 470 ABSTRACT ALGEBRA II
3 lecs. 3 crs
This is the second of two courses in Abstract Algebra. Topics covered are: direct products; the Sylow Theorems; arithmetic in integral domains; field extensions; Galois theory; lattices and Boolean algebra.
Pre-requisite: MATH 370

PHYSICS

PHYS 071 COLLEGE PREPARATORY PHYSICS
2 lecs. 3 labs. 0 cr.
This is a basic course, which introduces the students to the ideas and concepts of classical physics. It does not attempt to duplicate the school syllabus but rather to give the student an understanding of what physics is about; to see the relationships between various experimental observations of natural phenomena and the interpretation of some exceptional or unusual circumstances, the student completing this course will be advised to take the 164, 165 sequence and not PHYS 176, 177 sequence if he/she wishes to continue in physics.
Pre-requisite: None

PHYS 164 GENERAL PHYSICS I
4 lecs. 2 labs. 4 crs.
This is the first of a two-semester sequence suitable for students majoring in Biology, Education or Technology and can serve as a science requirement for non-science majors. It is of college level maturity; nevertheless, it does not require a pass in school Physics or its equivalent. Topics covered include: basic concepts, vector quantities, Newton’s Laws of Motion with applications, momentum, energy, hydrostatics, gas laws, and heat.
Pre-requisite: PHYS 071 or an equivalent and MATH 048 or a working knowledge of algebra and simple trigonometry.

PHYS 165 GENERAL PHYSICS II
4 lecs. 2 labs. 1 tut. 4 crs.
This is a continuation of PHYS. 164 sequence and covers topics in electricity, electromagnetism, geometrical optics, wave characteristics of sound, and an introduction to modern physics.
Pre-requisite: PHYS 164, MATH 140 or its equivalent.

PHYS 176 COLLEGE PHYSICS I
4 lecs. 3 labs. 5 crs.
This is the first in a four course sequence for students who have taken the G.C.E./BGCSE in high school and wish to do 'A' level Physics or to transfer to an engineering college for advanced study in
physics or related fields. Topics covered include: mechanics, energy, momentum, hydrostatics, gas laws and heat.

Pre-requisite: A ‘C’ pass in G.C.E./BGCSE Physics and Mathematics, or PHYS. 165
Co-requisite: MATH 167 or 170

**PHYS 195 APPLIED PHYSICS (OPTION I)**
4 lecs. 3 labs. 4 crs.
This is the first of two courses designed to introduce students to the basic principle of applied physics in industry, engineering and medicine. It covers aspects of energy physics, engineering materials physics and medical physics.
Pre-requisite: MATH 167 or 170

**PHYS 270 COLLEGE PHYSICS II**
4 lecs. 3 labs. 5 crs.
This is the second course in the four-semester sequence. It covers topics in optics and optical instruments, sound and light as wave phenomena, electricity, and electro-magnetism.
Pre-requisite: PHYS 176, MATH 167 or 170

**PHYS 274 APPLIED PHYSICS (OPTION 2)**
4 lecs. 3 labs. 4 crs.
The second course designed to introduce students to applied physics in industry. It covers telecommunications physics, analogue and digital electronics and laser physics.
Pre-requisite: PHYS 276

**PHYS 276 COLLEGE PHYSICS III**
4 lecs. 3 labs. 5 crs.
This is the third course in the sequence and is essentially a course in modern physics. Topics covered include: black body radiation, photoelectric effect, atomic structure, X-rays, semi-conductors, nuclear physics and mass energy conversion.
Pre-requisite: PHYS 270

**PHYS 277 COLLEGE PHYSICS IV**
4 lecs. 3 labs. 5 crs.
This final course in the sequence includes heat measurements, thermodynamics, and some advanced topics in mechanics. A considerable part of the semester is devoted to completing and reviewing the ‘A’ level syllabus.
Pre-requisite: PHYS 276

**PHYS 375 MEDICAL PHYSICS**
3 lecs. 1 tut. 3 crs.
This is an advanced, but mostly qualitative course. It covers topics in Medical Physics such as radio telemetry, ultrasonics, X-rays in diagnostic and therapeutic radiography, radioisotopes in nuclear medicine, dosimetry, magnetic resonance imaging and transport through membranes.
Pre-requisite: 3rd year standing in Physics Programme or permission of lecturer or Chairperson
Co-requisite: PHYS 375

**PHYL 376 THERMODYNAMICS LABORATORY**
2 labs 1 cr
This is a practical course designed to complement and augment the material covered in the theoretical component of the course.
Pre-requisite: 3rd year standing in Physics Programme or permission of lecturer or Chairperson
Co-requisite: PHYL 376

**PHYS 377 ATOMIC AND NUCLEAR PHYSICS AND RELATIVITY**
3 lecs 1 tut. 3 crs
This is an introductory course in atomic and nuclear physics dealing with Relativistic Kinematics and dynamics. Additionally it deals with Compton effect treated relativistically quantum idea, Schrodinger’s equation and its application to simple one dimensional (1D) systems, atomic nucleus, radioactivity, interaction with matter and nuclear reactions.
Pre-requisite: 3rd year standing in Physics Programme or permission of lecturer or Chairperson
Co-requisite: PHYS 376

**PHYL 377 ATOMIC AND NUCLEAR PHYSICS AND RELATIVITY LABORATORY**
This course is a practical course designed to complement and augment the material covered in the theoretical component of the course.
Pre-requisite: 3rd year standing in Physics Programme or permission of lecturer or Chairperson
Co-requisite: PHYS 376

**PHYS 378 PHYSICS OF ENERGY RESOURCES**
3 lecs 1 tut. 2 projects 4 crs
This course is a survey of energy resources and the technologies by which they can be exploited. It presents a mainly qualitative look at renewable and non-renewable resources, energy conversation strategies, reduction in inefficiencies, and the problem of environmental pollution.
Pre-requisite: 3rd year standing in Physics Programme or permission of lecturer or Chairperson
Co-requisite: PHYS 376

**GENERAL SCIENCE AND MATHEMATICS COURSES FOR EDUCATION PROGRAMMES**

**MATH 110 MATHEMATICAL FOUNDATIONS FOR PRIMARY TEACHERS I**
3 lecs. 1 tut. 3 crs.
A course aimed at improving problem-solving and basic mathematical skills while gaining deeper understanding of human use of numbers, numeration systems, and numerical data. Activity based learning approach. Open only to Primary Education majors.
Prerequisite: Math 048, or Primary Teaching Certificate, or permission of Instructor or Chairperson.

**MATH 310 MATHEMATICAL FOUNDATIONS FOR PRIMARY TEACHERS II**
3 lecs. 1 tut. 3 crs.
A course aimed at improving problem-solving and basic mathematical skills while exploring geometric and algebraic concepts and the fundamentals of logical thinking. Open only to Primary Education majors.
Pre-requisite: Math 110 or 140, or Primary Teaching Certificate, or permission of Instructor or Chairperson.

**SCI 070 INTRODUCTION TO GENERAL SCIENCE**
1 lec. 2 labs. 0 cr.
This course prepares student teachers who are deficient in general science for entry into the General Science for Primary Teachers II course. This course focuses on the basics of life, physical, and earth science and applications in the laboratory.
Pre-requisite: Acceptance into the B. Ed. Programme.

**SCI I54 GENERAL SCIENCE FOR PRIMARY TEACHERS II**
2 lecs. 2 crs.
This course, along with the accompanying laboratory, is the first in a two-part series designed to equip elementary student teachers with the basic knowledge of general science. It emphasizes the functioning of plant and animal organ systems.
Pre-requisites: A grade of "C" or above in B.G.C.S.E.. Combined Science or SCI 070.
Co-requisite: SCIL 154

**SCIL I54 GENERAL SCIENCE LABORATORY FOR PRIMARY TEACHERS II**
2 labs. 1 cr.
This course is the laboratory component of SCI I54.

**SCI 253 GENERAL SCIENCE FOR PRIMARY SCHOOL TEACHERS III**
2 lecs. 2 crs.
This course is the second in a two-part series designed to equip elementary student teachers with basic knowledge of general science. This course focuses on the students' ability to explain and apply aspects of physical and earth science.
Pre-requisite: SCI I54 or “C” in BGCSE Physics.
Co-requisite: SCIL 253

**SCIL 253 GENERAL SCIENCE LABORATORY FOR PRIMARY SCHOOL TEACHERS III**
2 labs. 1 cr.
This course is the laboratory component of SCI 253.

**SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS (SNAHP)**
Grosvenor Close Campus

Chairperson: Mrs. Maggie Turner

**ASSOCIATE OF SCIENCE DEGREE/CERTIFICATE/DIPLOMA PROGRAMMES**
The Nursing and Allied Health Professions School has two departments, Nursing and Health Sciences and Allied Health Professions. The Nursing department presently offers a three year Associate of Science Degree in Nursing, a one year Midwifery Diploma Programme for Registered Nurses and a Bachelor of Science Degree, Nursing for Registered Nurses. The Allied Health Professions department offers a two year Associate of Arts Degree in Environmental Health.

The School will offer other Nursing and Allied Health Professions programmes/courses as it continues to expand to meet the nurse and allied health professions human resource needs of The Bahamas.

MAJOR: ENVIRONMENTAL HEALTH

GENERAL EDUC REQUIREMENTS: 27 Credits

- Use of English 6 crs
- SES/SCCA 6 crs
- Social Sciences 6 crs
- Natural Sciences 6 crs
- Mathematics 3 crs
- Library Orientation 0 crs
- Student Development Seminar 0 crs

MAJOR COURSES: 24 Credits

- ENVR 140 Vector Control and Port Health 3 crs
- ENVR 141 Environmental Health I 3 crs
- ENVR 241 Environmental Health II 3 crs
- ENVR 242 Environmental Health, Law and History 3 crs
- ENVR 243 Food Sanitation Principles 3 crs
- ENVR 244 Management of Solid Waste Systems 3 crs
- ENVR 245 Institutional Health and Industrial Hygiene 3 crs
- ENVR 246 Epidemiology 3 crs

ELECTIVES: 9 Credits

MAJOR: NURSING - ASSOCIATE OF SCIENCE DEGREE

Note: THIS IS A THREE-YEAR PROGRAMME

GENERAL EDUC REQUIREMENTS: 29 Credits

- Use of English 6 crs
- SES/ACCA 6 crs
- Social Sciences 6 crs
- Natural Sciences 8 crs
- Mathematics 3 crs

Library Orientation 0 crs
Student Development Seminar 0 crs

NOTE: All Nursing majors are required to take Advanced First Aid

MAJOR COURSES: 54 Credits

- NURS 010 Nursing Tutorial I 0 crs
- NURS 020 Nursing Tutorial II 0 crs
- NURS 021 Nursing Tutorial III 0 crs
- NURS 030 Nursing Tutorial IV 0 crs
- NURS 105 Pharmacology and Lab 3 crs
- NURS 110 Foundation of Nursing and Lab 4 crs
- NURS 205 Pathophysiology 4 crs
- NURS 216 Medical/Surgical Nursing Part I 6 crs
- NURS 217 Medical/Surgical Practicum I 3 crs
- NURS 218 Pediatric Nursing 2 crs
- NURS 219 Emergency Nursing 1 cr
- NURS 220 Gerontology and Geriatric Nursing 2 crs
- NURS 221 Medical/Surgical Nursing Part II 4 crs
- NURS 222 Medical/Surgical Practicum II 3 crs
- NURS 224 Fundamentals of Nursing and Lab 4 crs
- NURS 225 Fundamentals of Nursing Practicum 1 cr
- NURS 230 Maternal and Child Health, Nursing and Lab 3 crs
- NURS 300 Community Health Nursing 3 crs
- NURS 301 Psychiatric Nursing I 4 crs
- NURS 302 Nursing Management 3 crs
- NUTR 200 Nutrition and Lab 3 crs
- ENVR 240 Introduction to Epidemiology 1 cr

ELECTIVES: 10 Credits

INTERNERSHIP: Nursing Council Assessments
Supervised Clinical Practice: January - August

NURSING COUNCIL EXAMINATION: SEPTEMBER/NOVEMBER/MAY

MAJOR: NURSING - MIDWIFERY DIPLOMA FOR REGISTERED NURSES

MAJOR COURSES: 45 Credits

- MID 030 Midwifery Tutorial I 0 crs
- MID 031 Midwifery Tutorial II 0 crs
- MID 032 Midwifery Tutorial III 0 crs
- MID 300 Fundamental of Midwifery 4 crs
- MID 301 The Antepartum Period I 5 crs
- MID 302 The Antepartum Period II 2 crs
- MID 303 Midwifery Practicum I 4 crs
- MID 304 The Intrapartum Period 4 crs
- MID 305 The Newborn 4 crs
- MID 306 The Puerperium 3 crs
- MID 307 Midwifery Practicum II 2 crs
MID 308 Midwifery Practicum III 2 crs
MID 309 Abnormal Pregnancy 4 crs
MID 310 Abnormal Labour and Delivery 3 crs
MID 400 Extended Clinical Practicum 8 crs

NURSING COUNCIL EXAMINATION:
MAY/SEPTEMBER

MAJOR: NURSING - BACHELOR OF SCIENCE
DEGREE FOR REGISTERED NURSES

GENERAL EDUC REQUIREMENTS.....43 Credits
Lower Division.............................29 Credits
(see A.Sc. Degree Nursing)
Upper Division ..............................14 Credits

MAJOR COURSES..............91 Credits
Lower Division......................54 Credits
(see A.Sc. Degree Nursing)
Upper Division.........................37 Credits

NURS 315 Professional Seminar 1 cr
NURS 318 Health Assessment and Lab 3 crs
NURS 319 Health Assessment Practicum 2 crs
NURS 320 Teaching/Learning Process 2 crs
NURS 324 Nursing Theories 3 crs
NURS 325 Advanced Nursing Practicum I 4 crs
NURS 400 Advanced Clinical Nursing 3 crs
NURS 401 Advanced Clinical Nursing Pracicum 3 crs
NURS 404 Nursing Research 3 crs
NURS 405 Leadership in Nursing 4 crs
NURS 409 Clinical Research Project (Independent Study) 3 crs
NURS 410 Advanced Nursing Practicum II 5 crs
NURS 415 Professional Seminar II 1 cr
NURS 416 Professional Seminar III 1 cr

ELECTIVES...............................19 Credits
Lower Division..........................10 Credits
(see A.Sc. Degree Nursing)
Upper Division..........................9 Credits

MAJOR: NURSING – COMMUNITY HEALTH
DIPLOMA FOR REGISTERED NURSE/ MIDWIVES

Note: THIS IS A ONE-YEAR PROGRAMME

MAJOR COURSES .................. 44 Credits
CHN 040 Community Health Nursing Seminar 0 crs
CHN 400 Fundamentals of Community Health Nursing and Health Education 4 crs
CHN 401 Applied Behavioural Science 2 crs
CHN 402 Health Promotion, Protection and Maintenance I 3 crs
CHN 043 Epidemiology and Research 2 crs
CHN 404 Family Health I 2 crs
CHN 405 Community Health Nursing Practicum I 4 crs
CHN 041 Community Health Nursing Practicum I 0 crs
CHN 046 Environmental and Ecological Disease Prevention and Control 2 crs
CHN 408 Family Health II 3 crs
CHN 409 Health Promotion, Protection and Maintenance II 2 crs
CHN 410 Community Health Nursing Practicum II 4 crs
*CHN 042 Community Health Nursing Seminar III 0 crs
*CHN 411 Health Administration 3 crs
*CHN 412 Extended Clinical Practicum 10 crs

*AWAITING APPROVAL FROM ACADEMIC BOARD

SCHOOL OF NURSING AND ALLIED HEALTH PROFESSIONS (SNAHP)

COURSE DESCRIPTION

ENVIRONMENTAL HEALTH

ENVR 140 VECTOR CONTROL AND PORT HEALTH
3 lecs. 2 labs. 3 crs.
This course deals with the biological economics and medical importance of vectors and their method of surveillance and control.
Pre-requisites: Acceptance into the Degree programme

ENVR 141 ENVIRONMENTAL HEALTH I
3 lecs. 1 lab. 3 crs.
This course introduces the students to the effects of pollution on human health and welfare and explains the major types of pollution and their control. The orientation of the course will be more theoretical than practical.
Pre-requisite: Acceptance into the Degree programme.

ENVR 241 ENVIRONMENTAL HEALTH II
1 lec. 4 labs. 1 tut. 3 crs.
This course provides the practical backup to the theory covered in ENVR 141. It covers laboratory and field analysis of water, waste water and air
using standard procedures and the instrumentation used to maintain and control environmental quality.  
Pre-requisite: ENVR 141

**ENVR 242 ENVIRONMENTAL HEALTH LAW AND HISTORY**  
3 lecs. 1 tut. 3 crs.  
This course provides the student with the historical development of environmental health legislation and includes a study of the legal powers available for implementing environmental health laws.  
Pre-requisite: ENG 120 and ENG 241

**ENVR 243 FOOD SANITATION PRINCIPLES**  
3 lecs. 2 labs. 3 crs.  
This course teaches students the fundamentals of food preservation and inspection and emphasises sanitation relating to the standards and codes of food service operations.  
Pre-requisite: BIOL 109, 131 and ENVR 141

**ENVR 244 MANAGEMENT OF SOLID WASTE SYSTEMS**  
3 lecs. 1 lab. 3 crs.  
This course examines the various means of solid waste management available in today’s society. Structured primarily for students specialising in Environmental Health as a career; it includes sections on the storage, collection and disposal of various types of solid waste.  
Pre-requisite: ENVR 140, ENVR 141, and ENVR 243

**ENVR 245 INSTITUTIONAL HEALTH AND INDUSTRIAL HYGIENE**  
3 lecs. 2 labs. 3 crs.  
This course is designed for Environmental Health Inspectors, to enable them to carry out inspection procedures as they relate to Educational, Penal Health Care and Industrial Institutions.  
Pre-requisite: ENVR 140, ENVR 141, and ENVR 243

**ENVR 246 EPIDEMIOLOGY**  
3 lecs. 2 labs. 3 crs.  
This course covers the principles and methodology in the epidemiological analysis of diseases. It may be taken as an elective for Natural Science majors.  
Pre-requisite: MATH 165 or by permission of the Chairperson and Instructor.

3 lecs. 2 labs. 3 crs.  
Pre-requisite: MATH 140, BIOL 131  
Completion of Pre-Professional Stage with cumulative G.P.A. of 2.0 and above or permission of Chairperson and Instructor.

**NURS 110 FOUNDATIONS OF NURSING AND LAB**  
4 lecs. 3 labs. 4 crs.  
An introductory course which focuses on the evolution of nursing and health concepts, primary health care, current trends and issues in health care, ethical and legal aspects of nursing. Also emphasises nursing theories and processes, health assessment and nursing research methodology.  
Pre-requisite: Completion of Pre-professional Stage with cum G.P.A. of 2.0 and above or permission of Chairperson and Instructor.

**NURS 205 PATHOPHYSIOLOGY**  
4 lecs. 2 labs. 4 crs.  
This course focuses on basic pathophysiological changes in the body system with emphasis on external and internal forces that contributes to maladaptation.  
Pre-requisite: BIOL 132, BIOL 223, CHEM 115, and Completion of Pre-Professional Stage.

**NURS 216 MEDICAL SURGICAL NURSING PART I**  
6 lecs. 1 sem. 6 crs.  
This course focuses on medical and surgical health problems occurring in all age groups. It utilises the need and system approaches and applies nursing theories, nursing processes and health teaching in the delivery of care.  
Pre-requisite: NURS 105, NURS 205, NURS 224, 225, NUTR 200, and BIOL 223

**NURS 217 MEDICAL - SURGICAL PRACTICUM I**  
0 lec. 6 labs. 1 Clinical Conference 3 crs.  
This clinical course emphasises the application of selected nursing theories, nursing process and health assessment and teaching in the delivery of care for clients/patients with specific medical and surgical diseases/disorders, in a variety of settings, introduced in NURS 216.  
Pre-requisite: As for NURS 216

**NURSING**

**NURS 105 PHARMACOLOGY AND LAB**
NURS 218 PEDIATRIC NURSING  
2 lecs. 2 labs. 2 crs.  
This course introduces the historical development of paediatric nursing and focuses on primary health care and the nursing management of common diseases/disorders seen in children from infancy to adolescence. 
Laboratory: Experiences gained in a variety of clinical settings.  
Pre-requisite: As for NURS 216

NURS 219 EMERGENCY NURSING  
1 lec. 2 labs. 1 cr.  
This course focuses on emergency/ambulatory nursing practice and focuses on specific nursing skills and protocols utilised in emergency situations.  
Laboratory: Experiences gained in variety of clinical emergency settings.  
Pre-requisite: As for NURS 216, Advanced First Aid

NURS 220 GERONTOLOGY AND GERIATRIC NURSING  
2 lecs. 2 labs. 2 crs.  
This course focuses on development of gerontology and geriatric nursing and on primary health care needs of the elderly with emphasis on maintenance of optimal health. 
Laboratory: Experience gained in variety of health care settings.  
Pre-requisite: As for NURS 216

NURS 221 MEDICAL SURGICAL NURSING PART II  
4 lecs. 1 sem. 4 crs.  
This course focuses on medical and surgical disorders/diseases occurring in all age groups and is a continuation of NURS 216. It utilises the need and system approaches with application of nursing theories, nursing process and health teaching in the delivery of care.  
Pre-requisite: NURS 216 and 217

NURS 222 MEDICAL SURGICAL PRACTICUM II  
0 lec. 6 labs. 1 Clinical Conference 3 crs.  
This clinical course allows students to apply knowledge gained in NURS 221. It enables the students to continue practice of managing patients/clients with various medical-surgical conditions by utilising skills gained in NURS 217.  
Pre-requisite: NURS 216 and 217

NURS 224 FUNDAMENTALS OF NURSING AND LAB  
4 Lecs. 4 labs. 4 crs.  
This course deals with application of the principles of primary health care, the nursing process and selected nursing theories in providing basic nursing care to patients/clients and management of individuals with specific needs interference, as required, throughout their life cycle.  
Pre-requisite: Completion of Pre-professional Stage, NURS 110, NUTR 200, permission of Chairperson and Instructor.

NURS 225 FUNDAMENTALS OF NURSING PRACTICUM  
0 Lec. 3 Labs. 1 clinical conference 1 cr.  
This course provides students with the opportunity to apply concepts and principles learned in NURS 110 and 224 in order to develop clinical skills necessary for assisting patients/clients of all age groups in a variety of settings to meet basic or specific health needs.  
Pre-requisite: As for NURS 224

NURS 230 MATERNAL AND CHILD NURSING AND LAB  
3 Lec. 3 labs. 3 crs.  
This introductory course focuses on primary health care, health promotion and maintenance of woman’s health during child-bearing, on the immediate care of the new-born and continued supervision of the infant, toddler, pre-school child and adolescent. 
Laboratory: Utilisation of clinics, hospital and selected community agencies to gain laboratory experiences.  
Pre-requisite: PSY 105, NURS 105, 224, 225, NUTR 200

NURS 300 COMMUNITY HEALTH NURSING  
3 lecs. 3 labs. 3 crs.  
An introductory course which emphasises primary health care strategies, concepts and principles of Community Health Nursing and Environmental Health; a review of prevention and control measure for common communicable diseases; relevant community resource agencies facilitating client referral and delivery of health care to individuals and families in community settings. 
Laboratory: Clinics, hospital, private homes and selected community agencies.  
Pre-requisite: NURS 230, NURS 224 and 225, ENVR 240

NURS 301 PSYCHIATRY NURSING I  
4 lecs. 3 labs. 1 Clinical Conference 4 crs.  
An introductory course which focuses on theories and concepts of mental illness, family and community mental health promotion strategies, self awareness and helping relationship concepts and common psychiatric disorders occurring throughout the life cycle and management protocol. 
Laboratory: Psychiatric ward and selected mental health agencies.  
Pre-requisite: NURS 216 and 217
NURS 302 NURSING MANAGEMENT
2 lecs. 3 labs. 3 crs.
The principles of management, effective leadership, management practice and research in nursing management are the primary focus of this course. The professional expectations and adjustments necessary for assuming role as a Registered Nurse are also emphasised.
Laboratory: Selected Health Care Settings
Pre-requisite: NURS 221 and 222.

NURS 320 TEACHING AND LEARNING PROCESS
2 lecs. 2 crs.
This course examines concepts, theories and principles of the teaching/learning process relevant to health and nursing. Major emphasis is placed on the health education of patients/clients/significant others in a variety of health care settings.
Pre-requisite: Completion of all lower division courses.

ENVR 240 INTRODUCTION TO EPIDEMIOLOGY
1 lec. 0 lab. 1 cr.
This course introduces students to the nature and scope of epidemiology and provides basic knowledge of statistics used in epidemiology, disease surveillance methods, the procedure for investigation of epidemics, disaster preparedness planning and co-ordination.
Pre-requisite: MATH 140, NURS 205 and BIO 223.

NUTR 200 NUTRITION
3 lecs. 2 labs. 3 crs.
The course presents basic nutrition information essential to understanding fundamental concepts of human nutritional needs. Emphasis is placed on the source of nutrients, the relationship of diets to health throughout the life cycle, the Caribbean diet and diet-related conditions prevalent in The Bahamas.
Laboratory: Various nutrition related agencies, hotels, clinics.
Pre-requisite: CHEM 115, BIOL 132, and NURS 110

NURS 303 INTERNSHIP PERIOD
Nursing practice supervised by clinical preceptors in general and specialised wards of teaching hospital and selected health care agencies.
Pre-requisite: Completion of Associate Degree Nursing Programme.

NURSING - MIDWIFERY

MID 030 MIDWIFERY TUTORIAL I
0 lec. 2 seminars 0 crs.
A compulsory fourteen (14) week seminar designed to provide pupils/students with general information about the midwifery programme. It affords the student midwife the opportunity to consolidate information taught in the co-requisite courses.
Pre-requisite: Admission into the Midwifery Programme

MID 031 MIDWIFERY TUTORIAL II
0 lec. 2 seminars 0 crs.
This tutorial is a compulsory fourteen (14) week seminar which affords the students the opportunity to consolidate information taught in the co-requisite courses.
Pre-requisite: MID 030

MID 032 MIDWIFERY TUTORIAL III
0 lec. 2 seminars 0 crs.
This tutorial is a compulsory fourteen (14) week seminar which affords the students the opportunity to consolidate information taught in the co-requisite courses.
Pre-requisite: MID 031

MID 300 FUNDAMENTALS OF MIDWIFERY
4 lecs. 0 seminar 4 crs.
This course deals with the historical development of midwifery, maternal and child health, primary health care, communication, interviewing and counselling needs of the pregnant woman and family, research methodology, health information and epidemiological methods used in midwifery practice.
Pre-requisite: Admission into the Midwifery Diploma Programme

MID 301 THE ANTEPARTUM PERIOD I
5 lecs. 0 seminar 5 crs.
This course focuses on anatomy and physiological changes during pregnancy and intrauterine fetal growth and development. It provides the basis for management of the pregnant woman during the antepartum period dealt with in the co-requisite courses.
Pre-requisite: Admission into the Midwifery Diploma Programme

MID 302 THE ANTEPARTUM PERIOD II
2 lecs. 0 seminar 2 crs.
This course focuses on the aims, objectives and scope of antepartum care, the nursing process applied to midwifery, diagnostic tests, investigational needs of the pregnant woman, parent education and monitoring of fetal well being.
Pre-requisite: Admission into the Midwifery Diploma Programme

MID 303 MIDWIFERY PRACTICUM I
0 lec. 12 labs. 4 crs.
A clinical practicum course which focuses on the organisation of maternal and child health facilities and the assessment of the pregnant woman. Clinical practice in the antenatal clinics allows the student midwife to develop appropriate attitudes and skills necessary for the management of the pregnant woman.
Pre-requisite: Admission into the Midwifery Diploma Programme.

MID 304 THE INTRAPARTUM PERIOD
4 lecs. 0 seminar 4 crs.
The knowledge, skills and attitudes that the student midwife requires to completely manage the woman and foetus during normal labour and delivery in hospital setting are covered in this course.
Pre-requisite: MID 302 and MID 303

MID 305 THE NEWBORN
4 lecs. 0 seminar 4 crs.
This course introduces the student midwife to the physiological adaptation of the new-born and pre-term infant, as well as complications that can occur during the new-born period of life. Management protocols for normal conditions in the new-born are emphasised.
Pre-requisite: MID 302 and MID 303

MID 306 THE Puerperium
3 lecs. 0 seminar 3 crs.
This course focuses on the physiological changes, specific needs and management of the mother and family during the post-partum period in hospital and home. The minor and major complications are emphasised.
Pre-requisite: MID 302 and MID 303

MID 307 MIDWIFERY PRACTICUM II
0 lec. 6 labs. 2 crs.
A clinical course which emphasises the application of the nursing process in the management of the patient during the first, second, third and fourth stages of labour and the immediate care of the new-born.
Pre-requisite: MID 303

MID 308 MIDWIFERY PRACTICUM III
0 lec. 6 labs. 2 crs.
This practicum focuses on the management of postpartum clients including minor and major complications and subsequent care of the new-born.
Pre-requisite: MID 303

MID 309 ABNORMAL PREGNANCY
4 lecs. 3 labs. 4 crs.
This course deals with the needs of the woman with abnormal pregnancy, the disorders of pregnancy and associated medical conditions. Emphasis is placed on the inter-dependent roles of the midwife and the protocols for managing normal pregnancy.
Pre-requisite: MID 304 and MID 305

MID 310 ABNORMAL LABOUR AND DELIVERY
3 lecs. 2 labs. 3 crs.
This course deals with the factors, which cause complications during labour and delivery. The midwife’s interdependent role and protocols for managing labour and delivery are emphasised.
Pre-requisites: MID 304 and MID 305

MID 400 EXTENDED CLINICAL PRACTICUM
0 lec. 38 labs. 2 Clinical Conference 8 crs.
This eight week clinical practicum involves extensive supervised practice of 40 hours per week which include a 2 hour weekly clinical conference. It gives the pupil/student midwife an opportunity to develop more in-depth skills in the management of women with abnormal pregnancies, normal/abnormal labour and delivery as well as management of the high risk new born.
Pre-requisites: Successful Completion of MID 309 and MID 310

NURSING – COMMUNITY HEALTH NURSING

SEMINAR I CHN 040 COMMUNITY HEALTH NURSING
0 lecs. 0 labs. 2 seminars 0 crs.
This course is designed to give the Community Health Nursing student the opportunity to integrate and consolidate information gained from the courses in Semester I. The student will gain additional knowledge about the development and operation of the Community Health Nursing Services within the department of Public Health.

CHN 400 FUNDAMENTALS OF COMMUNITY HEALTH NURSING AND HEALTH EDUCATION
4 lecs. 0 labs. 4 crs.
This course is designed to give the students an overview of the historical development of Community Health Nursing. It provides for
attainment of knowledge and skills relating to the practice of Community Health Nursing in achieving comprehensive care of individuals, families and groups in community settings.

CHN 401 APPLIED BEHAVIOURAL SCIENCE
2 lecs. 0 labs. 2 crs
This course deals with interpersonal relationships, psycho-social concepts and trends and traditional practices. It concentrates on the effects of individual, family and group behaviours on the planning and delivery of effective health care.

CHN 402 HEALTH PROMOTION, PROTECTION AND MAINTENANCE I
3 lecs. 0 labs. 3 crs.
This course focuses on the principles of home economics, nutrition, oral health, accident prevention and screening of high risk groups to promote, protect and maintain health of the family and community.

CHN 403 EPIDEMIOLOGY AND RESEARCH
2 lecs. 0 labs. 2 crs.
This course examines the methodology of epidemiology and post disaster surveillance. It further studies bio-statistics and research in relation to prevention and control of disease and health.

CHN 404 FAMILY HEALTH I
2 lecs. 0 labs. 2 crs.
This course is the first of a two-part series on the family as a client. It emphasises the pregnant and post partum woman, the infant and pre-school child and the nursing process as the principal tool in meeting identified needs.

CHN 405 COMMUNITY HEALTH NURSING PRACTICUM I
0 lecs. 8 labs. 4 crs.
This course is a supervised practicum designed to give the Community Health Nursing student the opportunity to apply the knowledge gained in Semester I to the management of the health of individuals, families and groups in the community. Emphasis will be placed on beginning clinical skills.

CHN 041 COMMUNITY HEALTH NURSING SEMINAR II
0 lecs. 0 labs. 2 seminars 00 crs.

This course is designed to provide students with an opportunity to integrate and consolidate information gained during Semester II. It allows the Community Health Nursing student to further develop and improve skills and attitudes for practice in a variety of community settings.

CHN 406 ENVIRONMENTAL AND ECOLOGICAL CONTROL
3 lecs. 0 labs. 3 crs.
This course focuses on basic ecological and environmental determinants of health. It provides information on ecological concepts, housing, sanitation, vector control, food/milk hygiene and occupational health. It emphasises preventive measures to ensure a healthy environment.

CHN 407 DISEASE PREVENTION AND CONTROL
2 lecs. 0 labs. 2 crs.
This course focuses on factors that may influence disease occurrence and the methodology of studying communicable and non-communicable diseases. It further emphasises the role of the Community Health nurses in prevention and control of disease.

CHN 408 FAMILY HEALTH II
3 lecs. 0 labs. 3 crs.
This course is the final of a two-part series in the family as a client. It emphasises the development of the school child, adolescent, young adult, adult and the elderly. It identifies the common health problem of these groups highlighting health promotion and maintenance.

CHN 409 HEALTH PROMOTION, PROTECTION AND MAINTENANCE II
2 lecs. 0 labs. 2 crs.
This course highlights the role of the Community Health Nurse in health and family life education, community health education, mental health and disaster preparedness for the promotion, protection and maintenance of health.

CHN 410 COMMUNITY HEALTH NURSING PRACTICUM II
0 lecs. 8 labs. 4 crs.
This practicum course is designed to give the students an opportunity to integrate and consolidate knowledge and skills gained from courses in Semester II and build on previously acquired skills for the improvement of care to individuals, families and communities.

*CHN 042 COMMUNITY HEALTH NURSING SEMINAR III
0 lecs. 0 labs. 2 seminars 00 crs
This course is designed to give the Community Health Nursing student the opportunity to integrate knowledge and develop proficiency in skills for practice in a variety of settings.

*CHN 411 HEALTH ADMINISTRATION
3 lecs. 0 labs. 3 crs.
This course focuses on administrative and managerial concepts, techniques and their application to community health nursing practices. It highlights current trends which create a culture for effective managerial functions.

*CHN 412 EXTENDED CLINICAL PRACTICUM
0 lecs. 40 labs. 10 crs.
This clinical course is designed to further develop skills gained from courses in Semesters I and II of the programme. It focuses on clinical activities, which the Community Health Nursing student is expected to practice with proficiency and competence on completion of the programme.

*AWAITING APPROVAL FROM ACADEMIC BOARD
SCHOOL OF SOCIAL SCIENCES
G-Block
Chairperson: Ms. Jessica Minnis

The School of Social Science offers courses of study which lead to the Associate Degree, Bachelor Degree and Advanced Certificates.

ASSOCIATE DEGREE PROGRAMMES

History
Law and Criminal Justice Studies
Psychology
Public Administration
Religious Knowledge
Sociology
Social Work

ADVANCED CERTIFICATE PROGRAMMES

Public Administration
Social Work

BACHELOR DEGREE PROGRAMME

History
Law (in conjunction with the University of The West Indies)
Public Administration
Religion

OUTLINE OF ASSOCIATE DEGREE PROGRAMMES

Unless otherwise stated All Associate Degrees require the following General Education Courses:

- Use of English- ENG 119, ENG 120: 6 crs
- SES/SCCA: 6 crs
- Social Sciences: 6 crs
- Natural Sciences: 6 crs
- Mathematics - MATH 140: 3 crs
- Library Orientation: 0 crs
- Student Development Seminar: 0 crs

MAJOR: HISTORY

GENERAL EDUC. REQUIREMENTS …27 Credits
MAJOR COURSES…………………………24 Credits

HIS 100 World Civilisation I: 3 crs
HIS 112 Bahamian Studies I: 3 crs
HIS 160 US History I (To 1865): 3 crs
HIS 170 West Indian History I: 3 crs
HIS 201 World Civilisation II: 3 crs
HIS 220 Bahamian Studies II: 3 crs
HIS 260 US History II (From 1865): 3 crs
HIS 270 West Indian History II: 3 crs

ELECTIVES…………………………………9 Credits

(Students are encouraged to choose courses in areas in which they have an interest and for which they have the necessary pre-requisites.)

MAJOR: LAW AND CRIMINAL JUSTICE STUDIES

GENERAL EDUC. REQUIREMENTS…27Credits
MAJOR COURSES…………………………24Credits

CRIM 200 Criminology: 3 crs
CRIM 201 Criminal Justice II: 3 crs
LAW 200 Elements of Constitutional and Administrative Law: 3 crs
LAW 205 Bahamian Legal System: 3 crs
PSY 266 Social Psychology: 3 crs
SWK 219 Social Issues: 3 crs
PUBA 201 Public Administration I: 3 crs
SOS 200 Social Research: 3 crs
PSY 113 Statistics for the Behavioural Sciences: 3 crs

ELECTIVES…………………………………9 Credits

MAJOR: PSYCHOLOGY

GENERAL EDUC. REQUIREMENTS…27 Credits
MAJOR COURSES…………………………24 Credits

PSY 111 Intro to Psychology: 3 crs
PSY 113 Statistics for Behavioural Science: 3 crs
PSY 202 Abnormal Psychology: 3 crs
PSY 240 Motivation, Emotion and Learning: 3 crs
PSY 260 Child Psychology: 3 crs
SOS 111 Introduction to Sociology: 3 crs
SOS 200 Social Research: 3 crs

ELECTIVES…………………………………9 Credits

(To be chosen from courses below)

PSY 265 Psychological Issues: 3 crs
SOS 201 Social Structure in 3rd World: 3 crs
SOS 216 Sociology of Development: 3 crs
SOS 217 Crime and Society: 3 crs
SOS 218 Human Sexual Behaviour: 3 crs
MAJOR: PUBLIC ADMINISTRATION

GENERAL EDUC. REQUIREMENTS …27 Credits

MAJOR COURSES………………………… 24 Credits

CDP 101 Introduction to Computer Data Processing 3 crs
POL 113 Government and Politics in The Bahamas 3 crs
PSY 113 Statistics for Behavioural Science 3 crs
PUBA 201 Public Administration I 3 crs
PUBA 203 Personnel Management and Industrial Relations. 3 crs
PUBA 204 Administrative Principles and Practices 3 crs
PUBA 210 Intro to Public Finance I 3 crs
LAW 200 Elements of Constitutional and Administrative Law 3 crs

ELECTIVES……………………………… 9 Credits

To be chosen from courses below:

POL 211 Politics and Society: Third World 3 crs
POL 21 Introduction to International Relations 3 crs
POL 214 Introduction to Political Economics of the Caribbean 3 crs
PUBA 207 Urban Policy and Administration 3 crs
PUBA 208 Public Budgeting and Finance 3 crs
SOS 200 Research Methods 3 crs
SOS 217 Crime and Society 3 crs
SOS 220 Social Policy, Planning and Evaluation 3 crs
SWK 301 Social Work Administration 3 crs

MAJOR: RELIGIOUS KNOWLEDGE

GENERAL EDUC REQUIREMENTS……27 Credits

MAJOR COURSES………………………… 24 Credits

REL 104 Introduction to Biblical Studies I 3 crs
REL 105 Introduction to Biblical Studies II 3 crs
REL 113 Introduction to Religion 3 crs
REL 201 Marriage and the Family 3 crs
REL 203 Contemporary Religious Cults and Sects. 3 crs
REL 212 Religion in Bahamian Life 3 crs
REL 213 Contemporary Ethical Issues (Personal) 3 crs
REL 214 Contemporary Ethical Issues (Societal) 3 crs

ELECTIVES……………………………… 9 Credits

(To be chosen from courses below)

PSY 266 Social Psychology 3 crs
REL 202 Exploring Christianity 3 crs
REL 211 Sociology of Religion 3 crs
REL 215 Philosophy of Religion 3 crs
REL 220 Roots of Western Religion I 3 crs
REL 221 Roots of Western Religion II 3 crs
SOS 201 Social Structure in Third World 3 crs
SOS 217 Crime and Society 3 crs

MAJOR: SOCIOLOGY

GENERAL EDUC REQUIREMENTS…… 27 Credits

MAJOR COURSES………………………… 24 Credits

PSY 113 Statistics for the Behavioural Sciences 3 crs
SOS 111 Introduction to Sociology 3 crs
SOS 200 Social Research 3 crs
SOS 201 Social Structure in Third World 3 crs
SOS 216 Sociology of Development 3 crs
SOS 217 Crime and Society 3 crs
SOS 218 Human Sexual Behaviour 3 crs

ELECTIVES……………………………… 9 Credits

(To be chosen from courses below)

PSY 202 Abnormal Psychology 3 crs
PSY 230 Motivation, & Emotion 3 crs
PSY 260 Child Psychology 3 crs
PSY 265 Psychological Issues 3 crs
PSY 266 Social Psychology 3 crs
SOS 215 Race and Ethnic Group Relations 3 crs
SOS/SWK 219 Social Issues 3 crs
SOS 203 Sociology of the Family 3 crs
SOS 206 Sociology of Tourism 3 crs

MAJOR: SOCIAL WORK

GENERAL EDUC REQUIREMENTS…… 27 Credits

MAJOR COURSES………………………… 33 Credits

LAW 203 Child Welfare Family Law 3 crs
PSY 113 Statistics for Behavioural Sciences 3 crs
SOS 200 Social Research 3 crs
SWK 100 Introduction to Social Welfare 3 crs
SWK 106 Interviewing Techniques 3 crs
SWK 107 Small Group Dynamics 3 crs
SWK 111 Foundations of Social Work 3 crs
SWK 206 Community Organisation 3 crs
SWK 212 Fieldwork Practice 3 crs
SWK 219 Social Issues 3 crs
PSY 105 Human Development: Life Cycle 3 crs
## ELECTIVES

ELECTIVES…………………………………… 6 Credits

### ADVANCED CERTIFICATE IN PUBLIC ADMINISTRATION

MAJOR COURSES……………………………42 Credits

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<td>Government and Politics in The Bahamas</td>
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<td>PUBA 301</td>
<td>Personnel Management and Industrial Relations in the Public Sector</td>
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<td>PUBA 302</td>
<td>Development Administration</td>
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<td>PUBA 303</td>
<td>Public Administration II</td>
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<td>PUBA 304</td>
<td>Administrative Theories and Techniques</td>
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<td>PUBA 305</td>
<td>Project Management</td>
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<td>Research Paper on the Public Sector</td>
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<td>STAT 201</td>
<td>Business Statistics</td>
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### ADVANCED CERTIFICATE IN SOCIAL WORK

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<td>Human Growth &amp; Development I or</td>
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<td>Principles of Social Work Supervision</td>
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<td>Human Growth &amp; Development II or</td>
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<td>SWK 301I</td>
<td>Principles of Social Work Admin.</td>
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<td>SWK 303</td>
<td>Treatment Modalities</td>
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<td>SWK 204</td>
<td>Principles and Practices: Social Casework</td>
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<td>SWK 205</td>
<td>Principles and Practices: Group Work</td>
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<td>Social Issues</td>
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<td>Principles and Practices: Community Organisation</td>
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<td>College English Skills I</td>
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<td>Administration Principles and Practices</td>
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<td>Introduction to Economics of Public Finance I</td>
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<td>Public Sector Budgeting and Finance</td>
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<td>Public Law and Development</td>
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<td>PUBA 302</td>
<td>Development Administration</td>
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<td>PUBA 400</td>
<td>Public Policy Analysis and Evaluation</td>
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<td>PUBA 401</td>
<td>Professionalism and Ethics in the Public Sector</td>
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<td>PUBA 410</td>
<td>Governance: Municipal and Local Perspectives</td>
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<td>PUBA 420</td>
<td>Strategic Planning and Management</td>
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<td>PUBA 450</td>
<td>The Practice of Public Management</td>
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<td>BADM 461</td>
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<td>College English Skills I</td>
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<tr>
<td>POL 113</td>
<td>Government and Politics Of The Bahamas</td>
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## BACHELOR OF ARTS

### MAJOR: PUBLIC ADMINISTRATION

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<td>COUN 001</td>
<td>Student Development Seminar</td>
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<td>PUBA 455</td>
<td>Internship</td>
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MAJOR: RELIGION

RLG 100 Major Religious Tradition/E and W 3 crs
RLG 101 The Phenomenon of Religion 3 crs
RLG 102 Introduction To the Bible 3 crs
RLG 200 The Study of Religion 3 crs
RLG 201 Aboriginal Religion 3 crs
RLG 202 The Jewish Religious Tradition 3 crs
RLG 203 The Christian Religious Tradition 3 crs
RLG 204 The Islamic Religious Tradition 3 crs
RLG 205 The Hindu Religious Tradition 3 crs
RLG 206 The Buddhist Religious Tradition 3 crs
RLG 207 Introduction To Sociology of Religion 3 crs
RLG 208 Introduction To Psychology of Religion 3 crs
RLG 210 Religious Ethics 3 crs
RLG 212 Religion and Sciences 3 crs
RLG 214 Roots of Judaism and Christianite 3 crs
RLG 216 Japanese and Korean Religion 3 crs
RLG 218 World Religion 3 crs
RLG 300 Religion Today 3 crs
RLG 303 Evil suffering in Psychology 3 crs
RLG 307 Sociological Exam of Religion 3 crs
RLG 309 Religion, Morality and Law 3 crs
RLG 310 Judaism and Christianity 3 crs
RLG 312 Jesus of Nazareth 3 crs
RLG 314 Paul of Tarsus 3 crs
RLG 316 Eastern Christianity 3 crs
RLG 318 Protestant Thought 3 crs
RLG 320 Protestant, Catholic Theologies 3 crs
RLG 322 Comparative Mysticism 3 crs
RLG 324 Christian Thought 3 crs
Elective RLG 3 crs
RLG 400 World Faiths 3 crs
RLG 402 Hindu Faith in Modern World 3 crs
RLG 404 Buddhism in East Asia 3 crs
RLG 406 Religions West 3 crs
RLG 408 Religions East 3 crs
RLG 410 Elements of Religion 3 crs
RLG 412 Modern Religious Thought 3 crs
Elective RLG 3 crs
Elective RLG 3 crs
Elective RLG 3 crs
LIBR 013 Library Orientation 0 crs
COUN 011 Student Development Seminar 0 crs
ENG 119 College English Skills I 3 crs
MATH 140 General College Math 3 crs
BIO 109 Biology 3 crs
HIS 113 Bahamian Studies I 3 crs
ENG 120 College English Skills II or 3 crs
LIT 100 Bahamian Literature I 3 crs
LIT 102 Bahamian or Caribbean 3 crs
PHIL 160 Introduction to Philosophy 3 crs
BIO 116 Ecology 3 crs
SOS 111 Introduction to Sociology 3 crs
SWK 100 Foundations of Social Work 3 crs
SPA 100 Introduction to Spanish I 3 crs
CRE 100 Foreign Language 3 crs
ECON 211 Economic 3 crs
PSY 111 Introduction to Psychology 3 crs
COM 207 Oral Communications 3 crs
Elective 3 crs
CIS 105 Introduction to Business 3 crs

SCHOOL OF SOCIAL SCIENCES

COURSE DESCRIPTIONS

CRIMINAL JUSTICE

CRIM 200 CRIMINOLOGY
3 lec. 1 tut. 3 crs.
This course provides a general overview of the entire field of criminology while highlighting the dominant perspectives within the discipline.
Pre-requisite: Completion of 1st year A/A Degree Programme, permission of Instructor and Chairperson.

CRIM 201 CRIMINAL JUSTICE
3 lec. 1 tut. 3 crs.
Designed to provide the student with a clear survey of the Criminal Justice System in The Bahamas, the course attempts to equip the student with conceptual language necessary to perceive and articulate the obstacles and needs of the Criminal Justice System.
Pre-requisite: Completion of 1st year A/A Degree Programme, Permission of Instructor and Chairperson.

CRIM 208 THE POLICE, STATE AND SOCIETY
3 lec. 1 tut. 3 crs.
This course will examine the political, scientific and philosophical insights concerning the constitutional status of the modern police force in society. It will also attempt to relate this knowledge to the local relationship existing between the police institution, the state and the Bahamian society.
Pre-requisite: PUBA 213 - or permission of Instructor and Chairperson.

CRIM 210 INTRODUCTION TO CORRECTIONS

120
3 lec. 1 tut 3 crs.
This course is designed to guide the student seeking to explore the underlying purposes and the practices of the Prison System in The Bahamas.
Pre-requisite: CRIM 200, 201 and SWK 219

CRIM 219 JUVENILE DELINQUENCY
3 lec, 1 tut. 3 crs
This course provides the student with a socio-legal perspective with which to understand the phenomenon of juvenile delinquency in The Bahamas.
Pre-requisites: CRIM 200, 201, SWK 219 or permission Chairperson and Instructor.

HISTORY

HIS 010 TOPICS IN 20TH CENTURY EUROPEAN AND WORLD HISTORY
3 lec. 1 tut. 0 crs
College prep students only.
An overview of some of the most important historical developments of the twentieth century. Concepts such as causation, war, revolution, liberalism, socialism, totalitarianism, imperialism and decolonization will be examined.
Pre-requisites: Admission to College Prep. Programme. Permission of Chairperson and Instructor.

HIS 100 WORLD CIVILIZATION
3 lec. 1 tut. 3 crs.
A comparative study of the political, economic, social and religious development of World Civilisation to 1500 A.D.
Pre-requisite: Admission to the AA programme.

HIS 110 SURVEY OF THE HISTORY OF AFRICA I
3 lec. 1 tut. 3 crs.
A study of the peoples of Africa and historical trends from pre-history to the 16th century.
Pre-requisite: Admission to AA programme

HIS 112 HISTORY OF THE BAHAMAS I
(1400-1838)
3 lecs. 3 crs. 1 tut.
A study of the history of The Bahamas from the pre-colonial period to the formal ending of slavery in 1838. Major themes include settlement and slavery which are compared with other British Colonies. The Bahamas’ development as non-sugar plantation colony is examined.
Pre-requisite: None.

HIS 113 HISTORY OF THE BAHAMAS II

3 lec. 3crs. 1 tut.
A study of the history of The Bahamas from 1838 to 1980. Major themes include the development of modern Bahamian society, Bahamian nationalism and new modes of economic survival.
Pre-requisite: None

HIS 115 INTRODUCTION TO AFRICAN STUDIES
3 lec. 1 tut. 3crs
An introduction to the African contribution to world civilisation. Video presentations and lectures will focus on the indigenous traditions of Africa, Islamic influences and the Western impact. Attention will also be given to the relationship between Africa and its diaspora.
Pre-requisites: Admission to AA programme; permission of Instructor and Chairperson.

HIS 116 AFRICAN STUDIES II
CONTEMPORARY AFRICA
3 lec. 1 tut. 3 crs.
This course focuses on selected problems, perspectives and issues as they relate to Africa since the Second World War. It examines the growth of national politics, aspects of the post-independence era and Africa’s relations with the modern world.
Pre-requisites: HIS 115: Permission of Instructor and the Chairperson.

HIS 160 HISTORY OF THE UNITED STATES I
(TO 1865)
3 lec. 1 tut. 3 crs.
A review of United States history from the colonial period to the end of the Civil War. A study of the national leaders, political, social and economic development to 1865. Nationalism and expansion, origins and events of the Civil War.
Pre-requisite: Admission to AA programme

HIS 171 WEST INDIAN HISTORY I
(1400-1833)
3 lec. 3 crs.
The course is designed to stimulate students’ interest in the Caribbean heritage by examining the development of the region’s societies and peoples.
Pre-requisite: Admission to AA programme.

HIS 201 WORLD CIVILIZATION II
3 lec. 1 tut. 3 crs.
A comparative study of the political economic, social and religious developments of world civilisation since 1500 AD.
Pre-requisite: HIS 100
HIS 210 SURVEY OF HISTORY OF AFRICA II  
3 lec. 1 tut. 3 crs.  
A study of the peoples of Africa and historical trends from the 16th century to the present.  
Pre-requisite: HIS 110

HIS 225 THE NATURE OF HISTORY  
3 lec. 1 tut. 3 crs.  
An introduction to the discipline of History in both a theoretical and practical manner. The elements of historical thinking, research and writing, the methods and sources of the historian and some philosophical questions about the nature of history are examined.  
Pre-requisite: Admission to programme

HIS 260 HISTORY OF THE UNITED STATES II (1865 TO 20TH CENTURY)  
3 lec. 1 tut. 3 crs.  
From reconstruction in the South to involvement in South Vietnam. A general survey of the basic forces shaping American life; industrialisation, organisation of labour, immigration; Progressive Era; Depression and New Deal; World War I; and the U.S.A. as a world power.  
Pre-requisite: HIS 160

HIS 270 WEST INDIAN HISTORY II (1800 TO THE PRESENT)  
3 lec. 1 tut. 3 crs.  
A study of the main developments in the history of the West Indies from the early nineteenth century. Attention will be paid to Abolition and Emancipation, West Indian Colonial Societies and their political and economic arrangements. The American presence in the West Indies, Federation, Independence, Cuba and the Castro Revolution.  
Pre-requisite: HIS 170

HIS 301 THE ATLANTIC WORLD I 1400-1600  
3 lecs. 3 crs. 1 tut.  
An examination of when Europe, Africa, and The Americas became integrated into a network of exchange rooted in the long distance movement of people, plants, animals, commodities and ideas. Emphasis is given to the demographic, economic and cultural consequences of interaction.  
Pre-requisite: Completion of second level history courses and/or permission of Instructor.

HIS 302 THE ATLANTIC WORLD II 1600-1800  
3 lecs. 3 crs. 1 tut.  
An examination of key 17th and 18th century developments in the Atlantic World namely the expansion of the plantation complex, European expansion into North America, international rivalry and the conflicts with European domination engendered among the colonial populations, such as the American and Haitian Revolutions.  
Pre-requisites: Completion of second level history courses and/or permission of Instructor.

HIS 307 HISTORY OF THE CARIBBEAN I 1490-1804  
3 lecs. 3 crs. 1 tut.  
An examination of The Caribbean from Pre-Columbian times up to the Haitian Revolution. Major themes include the genocidal impact of European colonization, the emergence of the plantation complex, mercantilism, creolization and slave resistance.  
Pre-requisite: Admission into Bachelor Programmes or permission of Chairperson and Instructor.

HIS 308 HISTORY OF THE CARIBBEAN II 1804-1980  
3 lecs. 3 crs. 1 tut.  
A comparative examination of the dissolution of slavery, in the plantation system, mercantilism and colonialism and the adjustment/transformations in these systems in the 19th and 20th centuries. The growth of U.S. influence in the region is also examined.  
Pre-requisite: Admission into Bachelor Programmes or permission of Chairperson and Instructor.

LAW 200 ELEMENTS OF ADMINISTRATIVE AND CONSTITUTIONAL LAW  
3 lec. 1 tut. 3 crs.  
This course will explore the issues of constitutional and administrative law with special reference to the constitutional and legal systems in the Commonwealth Caribbean and The Bahamas. It will also provide a legal and historical background for the many administrative functions performed by mid-level management in the public service.  
Pre-requisites: Permission of Co-ordinator and Chairperson.

LAW 203 - CHILD WELFARE AND FAMILY LAW  
3 lec. 1 tut. 3 crs.  
This course will deal with the practices and procedures involved in the formation of a civil marriage and also those involved in the break-up of a marriage.  
Pre-requisite: LAW 300, 301 and 302

LAW 205 BAHAMIAN LEGAL SYSTEM  
3 lec. 1 tut. 3 crs.
This course examines the ideas and social processes underlying the law-making process in The Bahamas and challenges the student to think critically about the legal system of The Bahamas.
Pre-requisite: Completion of 1st year A/A programme, permission of Instructor and Chairperson.

**LAW 208 CRIMINAL LAW**
3 lec. 1 tut. 3 crs.
This course examines the general principles of criminal law shaping the structure of Criminal law in The Bahamas and influencing its function in society.
Pre-requisite: CRIM 200 and CRIM 201, permission of Instructor and Chairperson.

**HISTORY 400 RACE RELATIONS: A COMPARATIVE COURSE**
This course is an examination of race relations in The Bahamas, South Africa and the United States in the twentieth century.

**HISTORY 405 HONOURS TUTORIAL**
Honours tutorial is designed for History students to develop their own area of study, in collaboration with a supervising lecturer. A comprehensive thesis related to the area of study will be produced. Regular consultation and discussions between the supervising lecturer and the student is compulsory.

**LAW 212 LAW OF EVIDENCE**
3 lec. 1 tut. 3 crs.
This course covers the main legal principles and social processes which determine the criteria used by the criminal courts in allowing certain evidence to be used as proof of some fact or situation.
Pre-requisite: CRIM 200 and CRIM 201, permission of Instructor and chairperson.

**ANTHROPOLOGY**

**ANT 100 INTRODUCTION TO ANTHROPOLOGY I: SOCIETY**

**PHILOSOPHY**

**PIL 111 INTRODUCTION TO PHILOSOPHY**
3 lec. 3 crs.
This course focuses on theories of knowledge, philosophy of science, metaphysics, ethics aesthetics, and religion.
Pre-requisite: None

**PIL 160 INTRODUCTION TO PHILOSOPHY I**
3 lecs. 3 crs.
Designed for beginners, the purpose of this course is to stimulate the students intellectually, to introduce them to philosophical terminology and the history of philosophy, and to cultivate their powers of logical and critical thinking.
Pre-requisite: ENG 017 or a pass in ‘O’ level/BGCSE English Language with at least a ‘C’

**PIL 161 INTRODUCTION TO PHILOSOPHY II**
3 lecs. 3 crs.
Central to this course is a study of Plato’s famous book The Republic in addition to The Art of Wondering. The course provides a most useful foundation for students taking Natural Science, Social Sciences or Education because fundamental questions regarding these subjects are raised in The Republic.
Pre-requisite: PIL 160.

**POL 110 INTRODUCTION TO COMPARATIVE POLITICS**
3 lec. 1 tut 3crs.
This course will introduce students to the field of Comparative Politics through a critical examination of the central political problems facing state actors in selected Developed, communist and Post-Communist, and developing societies in the new millennium.
Pre-requisite: None

**POL 111 INTRODUCTION TO POLITICAL THOUGHT**
3 lec. 1 tut 3 crs.
An introduction to the basic concepts of Political Science. Emphasis will be placed on the approaches to the study of Political Science, theoretical frames of reference and methodology of the discipline.
Pre-requisite: Admission to AA programme

**POL 112 INTRODUCTION TO POLITICAL THOUGHT II**
3 lec. 1 tut. 3 crs.
This course is designed to introduce students to the basic concepts of Political Science. Emphasis will be placed on the approaches to the study of Political Science, theoretical frames of reference,
methodology of the discipline, political behaviour, political parties and interest groups, comparative government and political and international relations. Efforts will be made to give examples from Latin American Political Science, the U. K., the former USSR, France, West Germany and some developing countries to illustrate the different concepts of the course.

Pre-requisite: POL 111

POL 113 GOVERNMENT AND POLITICS IN THE BAHAMAS
3 lec. 1 tut. 3 crs.
This course provides an introduction to the study of Government and Politics of The Bahamas in the Politics of The Bahamas in the Post Independence period. Its focus is the problems associated with the achievement of National Development.
Pre-requisites: Acceptance into AA programme, permission of Instructor or Chairperson

POL 210 THE COMPARATIVE POLITICS OF SELECTED DEVELOPED AND DEVELOPING STATES
2 lec. 3 crs.
This course will survey the current political economy, political structures and important political issues of a cross-section of developed and developing states.
Pre-requisites: POL 113 or permission of instructor.

POL 211 POLITICS AND SOCIETY IN THE THIRD WORLD
3 lec. 1 tut. 3 crs.
An introduction to the interdisciplinary field of Political Sociology. Emphasis will be placed on the dynamics of Social and Political change in the “Third World”. Appropriate examples will be drawn from the experience of the Commonwealth Caribbean.
Pre-requisite: POL 113

POL 213 INTRO TO INTERNATIONAL RELATIONS
3 lec. 1 tut. 3 crs.
This course is designed as an introduction to international relations. It aims to raise and explore those questions which are central to an understanding of the object and to provide students with basic analytical tools to attempt to answer them.
Pre-requisite: POL 113

POL 214 COMPARATIVE GOVERNMENT: THE POLITICAL ECONOMY OF THE CARIBBEAN
3 lec. 1 tut. 3 crs.
The course analyses the domestic and international environments within which the trade, finance and development of three small developing states, Cuba, The Commonwealth of The Bahamas and Jamaica are implemented, and focuses on the theoretical and practical interrelationships between the cognate fields of international political economy, policy analysis, and development studies.
Pre-requisite: Admission to Public Administration Programme or POL 113

POL 220 MODERN POLITICAL IDEOLOGY
This course focuses upon political ideologies that have marked modern political life across the past Two centuries. It will examine the “classic” ideologies of liberalism, Conservatism, and Marxism, as well as the “new” ideologies of Ecologism, Feminism, and Postmodernism.
Pre-requisites: POL 110, 113 OR permission of instructor or chair.

POL 313 POLITICAL ECONOMY OF THE BAHAMAS
This course elaborates on the interface between politics and economics in the Bahamian context focusing on the historical, geographical, economic, political and social frames of reference as these relate to the national development project against the backdrop of the White Paper on Independence and the FNM’s Manifesto.

POL 314 FIELD SEMINAR IN POLICY STUDIES
3 lec. 1 tut. 3 crs.
Detailed examination and evaluation of decision making structures and processes as they relate to the making and implementation of domestic and foreign policy in The Bahamas. The course compares and contrasts competing philosophies and ideologies of development as expressed in governmental policies and programmes.
Pre-requisite: AA degree or BA degree permission of Instructor and Chairperson.

POL 315 PROJECT MANAGEMENT: SEMINAR AND COLLOQUIUM
4 tut. 3 crs.
This course focuses on the relationship between policy formulation, programme development and project management; paying particular attention to civil society, community formation and national development in The Bahamas.
POL 414 FIELD SEMINAR IN POLICY STUDIES
3 lec. 1 tut. 3 crs.
Detailed examination and evaluation of decision making structures and processes as they relate to the making and implementation of domestic and foreign policy in The Bahamas. The course compares and contrasts competing philosophies and ideologies of development as expressed in governmental policies and programmes.
Pre-requisite: PUBA 312, POL 313.

PSYCHOLOGY

PSY 105 HUMAN GROWTH AND DEVELOPMENT
4 lec. 3 crs.
This course focuses on the interaction between biological and psychological factors in human development from conception to old age. The role of changes in cognitive and social factors is also examined during the human life span.
Pre-requisite: Admission to the AA programme.

PSY 111 INTRODUCTION TO PSYCHOLOGY
3 lec. 1 tut. 3 crs.
General Principles of Psychology as a behavioural science. Topics surveyed include personality, emotion, social motivation, social learning, personal and social development, child psychology and psycho-therapy.
Pre-requisite: Admission to AA programme

PSY 113 STATISTICS FOR THE BEHAVIOURAL SCIENCES
3 lec. 1 tut. 3 crs.
This course focuses on introductory statistical methods and application. Sampling, frequency distribution, as well as various inferential and descriptive statistical techniques are discussed.
Pre-requisite: PSY 111 or SOS 111 and MATH 140

PSY 202 ABNORMAL PSYCHOLOGY
3 lec. 1 tut. 3 crs.
Psychopathology and the various forms of mental disorder are examined in the light of traditional and current perspectives on mental health. Also treated are the origins of mental disturbance and the problems of diagnosis and treatment.
Pre-requisite: PSY 111

PSY 230 MOTIVATION AND EMOTION
3 lec. 1 tut. 3 crs.
This course covers theories and principles of motivation and emotion with equal attention to physiological, behavioural, cognitive and psychological perspectives. The emphasis is on research issues, integrating the various perspectives and applying principles to life experiences.
Pre-requisite: PSY 111

PSY 260 CHILD PSYCHOLOGY
3 lec. 1 tut. 3 crs.
The course of studies involves the scientific changes in the child’s biological, social, cognitive and emotional behaviour across the span of childhood. It examines the determinants of these developmental changes.
Pre-requisite: PSY 111

PSY 265 PSYCHOLOGICAL ISSUES
3 lec. 1 tut. 3 crs.
This course focuses on the basic, life related issues in contemporary psychology. It examines the modern psychological conception of man’s nature, emphasising his relationship to society and the problem of inter-personal relationships (aggression, racism) and personal fulfilment.
Pre-requisite: PSY 111

PSY 266 SOCIAL PSYCHOLOGY
3 lec. 1 tut. 3 crs.
This course provides an overview of social psychological theory, research findings and ethics. It examines the application of social psychological principles and promotes thought about human action as it occurs in our day-to-day lives.
Pre-requisite: SOS 111 or PSY 111

PSY 300 INTRODUCTION TO CLINICAL PSYCHOLOGY
3 lec. 3 crs.
This introductory course surveys the science, theory, and practice procedures that underlie the field of clinical psychology. The intellectual, emotion, biological, psychological, social, and
behavioural aspects of human functioning across
the life span, in varying cultures and at all socio-
economic levels will also be discussed.
Pre-requisites: PSY 101/112/202 or permission of
chair or instructor.

PSY 310 CONSUMER PSYCHOLOGY
3 lec. 3 crs.
This course examines the theoretical and practical
ways in which psychologists approach consumer
behaviour. The focus is the consuming individual
in a market-oriented society. Topics include the
thought processes utilised in decision-making
strategies, advertising and other persuasive
techniques, new technologies and the
consumption-related behaviour of diverse groups.
Pre-requisite: PSY 111, PSY 112 or permission of
the instructor or chair.

PUBLIC ADMINISTRATION

PUBA 011 WORKSHOP IN INFORMATION
SYSTEMS FOR PUBLIC ORGANIZATION
2 lec. 1 tut. 0 crs.
This course is designed to provide the student with
a basic introduction to computers and a variety of
software packages and their uses.
Pre-requisites: Acceptance into the Advanced
Certificate Programme.

PUBA 201 PUBLIC ADMINISTRATION I
3 lec. 1 tut. 3 crs.
This course is concerned with administrative
principles and practices as they relate to the public
sector. Attention will be focused on management
theories and the administrative/management
process. Topics will include organisational
development, leadership styles, management
information systems and the management of
change.
Pre-requisite: Completion of 1st year of AA
Programme, and/or permission of Chairperson and
Instructor

PUBA 202 COMPARATIVE ECONOMIC SYSTEMS
3 lec. 1 tut. 3 crs.
This course seeks to provide a working knowledge
of the structure and function of the Capitalist,
Socialist, Communist and Third World economic
systems, with special reference to The Bahamas. It
will include concepts of social and economic
systems; the scope of comparative economics;
major problems in the Less Developed
Economies; convergence of economic systems;
economics co-ordination, intervention and planning
in different national systems.
Pre-requisite: PUBA 210 and PUBA 312

PUBA 203 PERSONNEL MANAGEMENT AND
INDUSTRIAL RELATIONS IN THE PUBLIC SECTOR
3 lec. 1 tut. 3 crs.
A study of Personnel Management, its objectives,
activities and functions as they relate to the efficient
and effective utilisation of human resources in the
public sector; and, (b) Industrial Relations in terms
of past and present legislation, collective
bargaining and arbitration procedures.
Pre-requisite: Completion of 1st year of AA
programme, and/or permission of Chairperson and
Instructor

PUBA 204 ADMINISTRATIVE PRINCIPLES AND
PRACTICES
3 lec. 1 tut. 3 crs.
This course is concerned with administrative
principles and practices as they relate to the public
sector. Attention will be focused on management
theories and the administrative/management
process. Topics will include organisational
development, leadership styles, management
information systems and the management of
change.
Pre-requisite: Completion of 1st year of AA
programme, and permission of Chairperson and/or
Instructor

PUBA 205 PROJECT MANAGEMENT
3 lec. 1 tut. 3 crs.
This course will introduce students to the principles
and techniques of project management. Topics will
include the project cycle, project formulation,
planning and analysis, project implementation,
control and termination as well as problems of
project management in developing countries.
Pre-requisite: Completion of 1st year of AA
programme, and permission of Chairperson and/or
instructor

PUBA 207 URBAN POLICY AND ADMINISTRATION
3 lec. 1 tut. 3 crs.
This course will introduce students to the
administrative and policy making process of Urban
Governments. Detailed examination of problems
facing the urban administrator, and
recommendations for solutions will be addressed.
Pre-requisite: PUBA 201 or permission of
Instructor

PUBA 208 PUBLIC BUDGETING AND FINANCE
3 lec. 1 tut. 3 crs.
The course of study will provide students with the basic principles of Public Budgeting and finance and will include the kinds and scope of government expenditures, sources of revenues, social welfare systems, cost benefit analysis, and the fiscal role of government.

Pre-requisite: PSY 113 and Acceptance into 2nd year

PUBA 210 ECONOMICS OF PUBLIC FINANCE I
3 lec. 1 tut. 3 crs.
The course of study will provide the basic principles relating to economics of public finance and will include macro and micro principles relating to demand and supply, equilibrium, production possibilities, private and public sector economics, international trade theory and the national income, with special reference to The Bahamas.

Pre-requisite: Completion of 1st year of AA programme

PUBA 213 ELEMENTS OF CONSTITUTIONAL AND ADMINISTRATIVE LAW
3 lec. 1 tut. 3 crs.
The course of study provides an analysis of constitutional and administrative law with special reference to The Bahamas and other Caribbean countries. It will include the evolution of sovereignty of The Bahamas; constitutions, judicial review, and interpretation of the constitutional rights and obligations of citizens and the state; control of administrative power; the rule of law and proceedings against the crown.

Pre-requisite: Admission to programme

PUBA 301 PERSONNEL MANAGEMENT AND INDUSTRIAL RELATIONS IN THE PUBLIC SECTOR
3 lec. 1 tut. 3 crs.
This course will provide students with an opportunity to appraise various challenges confronting public managers. Through a better understanding of the public choices that confront them, students will be better prepared to make effective decisions to revitalise public service.

Pre-requisite: Admission to Advanced Certificate Programme in Public Administration.

PUBA 302 DEVELOPMENT ADMINISTRATION
3 lec. 1 tut. 3 crs.
The course seeks to examine critically the socio-economic and political background of development in the context of economic modernisation and other forms of state intervention. It will include a study of theoretical models of development; the structure and functions of development agencies; the development planning process; administration for the development of education; population, agriculture, industry and management of the public enterprise sector.

Pre-requisite: PUBA 201 and PUBA 202

PUBA 304 ANALYTIC TECHNIQUES FOR PUBLIC ADMINISTRATORS
2 lec. 2 lab. 3 crs.
This course is designed to sharpen the conceptual, analytical and data analysis skills of public administrators as well as to provide hands-on experience in the use of computers to analyse quantitative and qualitative data.

Pre-requisite: PSY 113, BADM 300, CIS/CDP 105

PUBA 310 ECONOMICS OF PUBLIC FINANCE II
3 lec. 1 tut. 3 crs.
The course will provide an analysis of the macro performance of the economy in relation to supportive fiscal, financial and monetary policies. It will include principles of taxation; social security tax system; budgets and cost-benefit analysis; income redistribution and the welfare state; monetary theory; government expenditure; theories of employment and unemployment; local government finance with special reference to The Bahamas and other developing countries.

Pre-requisite: PUBA 210

PUBA 312 PUBLIC POLICY
4 lec. 3 crs.
This course is designed to introduce students to the conceptual, theoretical and practical approaches to the public policy process and, explore the impact of socio-economic and political factors which impinge upon the resolution of public issues within the Bahamian context.

Pre-requisite: Admission into B.A. Programme or Permission of Chairperson and Instructor.

PUBA 315 SEMINAR IN PUBLIC ADMINISTRATION
This course exposes the student to the Public Administration as a field of study and as the practice of Managing Public Organisations. It deepens the student's appreciation of concepts, theories, and principles of public administration in The Caribbean and The Bahamas as they relate to development.

Pre-requisite:

PUBA 316 THE PRACTICE OF PUBLIC MANAGEMENT
3 lec. 1 tut. 3 crs.
This course will provide students with an opportunity to appraise various challenges confronting public managers. Through a better understanding of the public choices that confront
them, students will be better prepared to make
effective decisions to revitalise public service.
Pre-requisite:

**PUBA 317 PUBLIC SECTOR BUDGETING AND FINANCE**
3 lec. 1 tut. 3 crs.
This course examines the theory and practice of public budgeting and its relationship to the administrativeness of control, management and planning - special emphasis will be given to the kinds and scope of government revenues and expenditures.
Pre-requisite: NONE

**PUBA 320 RESEARCH PAPER ON THE PUBLIC SECTOR**
3 lec. 1 tut. 3 crs.
This subject comprises a dissertation of at least 7,000 words on a sector or sub sector of the Bahamian Public Service. The student must display (a) familiarity with the main literature relevant to this topic; (b) appreciable knowledge of scientific methods of research; (c) appreciable contribution to the literature relating to the field of study and (d) appreciable knowledge of development administration. Students will normally register for this Research Paper at the beginning of the third semester of the programme of studies and have the topic approved by his supervisor before the end of the first academic year.
Pre-requisite: PUBA 201 and PUBA 312

**PUBA 400 PUBLIC POLICY ANALYSIS and EVALUATION**
3 lec. 3 crs.
This course provides a detailed examination and evaluation of decision making structure and processes as they relate to the analysis, formulation, implementation and evaluation of public policies. Appropriate examples are drawn from the experience of the Commonwealth Caribbean.
Pre-requisite: PUBA 312, PUBS 315

**PUBA 420 STRATEGIC PLANNING AND MANAGEMENT IN PUBLIC ORGANIZATION**
3 lec. 3 crs.
This course examines the theoretical frames of reference and methods of strategic planning and is designed to enhance the students’ analytic and decision making skills to develop strategies to manage public policies and programmes.
Pre-requisite: PUBA 302, PUBA 315

**RELIGION**

**REL 102 UNDERSTANDING THE BIBLE**
3 lec. 1 tut. 3 crs.
This course is designed to introduce the student to a working knowledge of the Bible with a view to understanding the literature of the Old Testament and the relationship between the Old and the New Testaments. It is specifically designed for Primary School Teachers.
Pre-requisite: Admission to Primary Teachers programme

**REL 104 INTRODUCTION TO BIBLICAL STUDIES**
3 lec. 1 tut. 3 crs.
A survey of the literature, history and religion of ancient Israel as seen in its cultural background in the ancient Near East. This course is an introduction to the Old Testament (Hebrew Bible - in translation), the many different “scientific” ways it is now studied, and the results of those studies.
Pre-requisite: None

**REL 105 INTRODUCTION TO BIBLICAL STUDIES II**
3 lec. 1 tut. 3 crs.
A survey of the literature, history and religious thought of the Christian community during the New Testament period as seen in its cultural setting in the Greco-Roman world. This course will draw upon the work of historians, archeologists and scholars of first century Greek and Jewish religion to present a view of the world in which the New Testament books were written. The figure of Jesus, the role of Paul in Christianity’s development and the special features of each of the four gospels will be studied.
Pre-requisite: None

**REL 113 INTRODUCTION TO RELIGION**
3 lec. 1 tut. 3 crs.
This course attempts to acquaint the student with a phenomenological and historical approach to religion and also to a general outline of the religions. The purpose of the course is to enable the student to articulate and investigate questions about the meaning and nature of religions. Problems to be discussed will include the elements of religious experience, forms of religious expressions and interpretation, religious communities and practices and the questions raised by the contemporary interfaith dialogue. Materials will be taken from a variety of religious traditions.
Pre-requisite: None
REL 201 MARRIAGE AND THE FAMILY
3 lec. 1 tut. 3 crs.
An Exploration of the Christian foundations of marriage and family; nature of love, purpose and future of the family in society.
Pre-requisite: Completion of first year of Associate Degree Programme or permission of the Instructor and Chairperson.

REL 202 EXPLORING CHRISTIANITY
3 lec. 1 tut. 3crs.
A survey of the historical development of Christianity from the first century to the present. Attention will focus on exploring the development of Christianity through the centuries, focusing on the major theological and institutional issues considered in their social and cultural context.
Pre-requisite: REL 105 - Admission to AA Year II.

REL 203 CONTEMPORARY RELIGIOUS CULTS AND SECTS
3 lec. 1 tut. 3crs.
Basically, the approach is sociological study of contemporary cults and sects as alternatives to the Judaeo-Christian Tradition. Emphasis will be placed in the emergence of Millenarian, Messianic, Revival, Nativistic, and Revolutionary cults and their transformation into sectarian movements. These new movements will be studied with a view to discovering their impact on the society. The course will be limited to evaluating the central beliefs and practices of each chosen group. The historical organisation, methods, or secondary beliefs will only be considered where it is specifically related to these doctrines in a fashion that warrants consideration.
Pre-requisite: Admission to 2nd year AA programme.

REL 211 SOCIOLOGY OF RELIGION
3 lec. 1 tut. 3 crs.
This course analyses religions as social realities, examining the variable interrelations between belief, experiences, rituals and social settings in traditional, developing societies. Attention will focus on some of the classical and contemporary studies in the field of Sociology of Religion. Secondly, we shall examine some of the approaches which have traditionally shaped the sociological analysis of religion. Using several theoretical perspectives, the class will explore such classical and contemporary issues as: church, sect, cult, etc.; the relationship of religion to society; religious movements and individual religiosity.
Pre-requisite: 2nd year standing, permission of Instructor

REL 212 RELIGION IN BAHAMIAN LIFE
3 lec. 1 tut. 3 crs.
This course explores the relationship between (Bahamian) man and the religious institutions of which he is a part as it is portrayed in Bahamian history. The student will be able to develop in depth, after intensive research, an area of interest normally covered by a regular history programme.
The course seeks to bring to the student a better understanding of the “role” of religion in Bahamian society. Attention will also be given to the various religious movements in The Bahamas: Anglicans, Baptists, Catholics, Pentecostals and Protestants groups.
Pre-requisite: None

REL 213 CONTEMPORARY ETHICAL ISSUES: (SOCIETAL)
3 lec. 1 tut. 3 crs.
This course will identify and analyse ethical issues arising from social groups today. In discussing the issues, account will be taken of the bearing of religious institutions and traditions upon social attitudes and problems. Topics will vary from year to year, but examples of problem areas that have evoked ethical and religious debate are: economic and social inequality, race relations, violence and war, hunger and poverty, population growth etc.
This programme of studies is designed to foster interests in contemporary ethical issues (societal) in the light of their antecedents, development and present day implications.
Pre-requisite: 2nd year standing, permission of Instructor

REL 214 CONTEMPORARY ETHICAL ISSUES: (PERSONAL)
3 lec. 1 tut. 3 crs.
This course will identify and analyse ethical issues arising at the personal level today. Issues will be discussed in the context of the interrelationship between moral values and religious convictions. Topics will vary from year to year, and will focus on those areas that raise ethical and religious questions for personal existence such as: affluence, alienation, work, leisure, ageing, birth control, celibacy and homosexuality.
Pre-requisite: 2nd year standing, and/or permission of Instructor.

REL 215 INTRODUCTION TO PHILOSOPHY OF RELIGION
This course will attempt to analyse concepts such as God, Theism, Existence, Salvation, Evil, Creation, etc., and to determine the nature of religious utterance in comparison with those of everyday life, scientific discovery, morality, and the imaginative expressions of the arts. We shall concentrate upon the kind of religion that has molded our culture and which still constitutes the most likely option in this culture, namely the Judaic Christian Tradition, with special concentration on the 'Concept of God'.

Pre-requisite: 2nd year standing, permission of Instructor.

RLG 300 RELIGION TODAY
3 lec. 1 tut. 3 crs.
This course covers contemporary trends and issues in religious thought and life, within each of the major religious traditions, as well as outside of the major religions. Some of the topics that will be covered in this course include: New Religious Thought in Christianity, Judaism, Islam, Hinduism and Buddhism; New Religious Movements and Cults; The trend toward fundamentalism; Liberation Theology and Feminist Theology.

Pre-requisite: A. A. Degree.

REL 308 THE ISLAMIC RELIGIOUS TRADITION
3 lec. 3 crs.
This course focuses on Islam as one of the major world religious. It examines the historical development, articles of faith, a set of practices, and relatives theological debates.

RLG 400 WORLD FAITHS
3 lec. 1 tut. 3 crs.
This course will focus on the study of World Religions, giving a balanced presentation covering the historical, ideological, and cultural aspects of several religions of the world.

Pre-requisite: REL 200

REL 410 ELEMENTS OF RELIGION
3 lec. 1 tut. 3 crs.
This course helps students understand the nature and functions of religious experience, with the various expressions that the religious life can take. Students will be introduced to some critical methods by which religion is currently studied-phenomenological, philosophical, sociological, hermeneutical, and historical approaches, among others.

Pre-requisite: Rel 113, admission into B.A. degree program, third year standing or approval of lecturer and/or chair.

COUN 001 - STUDENT DEVELOPMENT SEMINAR
Seminar/Workshop: 3 - 4 hours per semester
This course is designed to expose incoming students to the rigours and demands of college life and to provide them with skills and information necessary for successful academic and personal development.

Pre-requisite: Admission to the AA programme.

SOCIOLOGY

SOS 111 INTRODUCTION TO SOCIOLOGY I
3 lec. 1 tut. 3 crs.
This course is designed to acquaint the student with the basic concept of the discipline of Sociology. The primary focus will be a scientific examination of the social life of human beings in the context of their relationships of the factors of culture, socialisation, society, social stratification and minority groups.

Pre-requisite: Admission to the AA programme.

SOS 113 HUMAN RELATIONS IN THE WORK ENVIRONMENT
3 lec. 1 tut. 3 crs.
The course will give training in observation, analysis and behaviour in relation to individuals, groups and organisations.

Pre-requisite: Admission to the AA programme

SOS 200 SOCIAL RESEARCH
3 lec. 1 tut. 3 crs.
The course introduces the student to the methodology of Social Research. Topics discussed include: the research process, data collection, measurement and analysis of data.

Pre-requisite: SOS 111 and PSY 111

SOS 201 SOCIAL STRUCTURE IN THE THIRD WORLD
3 lec. 1 tut. 3 crs.
This course is designed to examine the basic social institutions i.e. family, education, religion, politics and economics in a changing Third World milieu. Attention will also be focused on demography and social change. Emphasis will be placed on the study of structure, function and process. The Bahamas, as a Third World Society, will serve as a focal point.

Pre-requisite: SOS 111

SOS 202 SOCIOLOGY OF TOURISM
3 lec. 1 tut. 3 crs.
This course is designed to acquaint students with a sociological perspective of tourism. Emphasis will be placed on motivation for tourist travel, psychographic marketing, the social and cultural impact of tourism on social institutions in society and future trends in tourism.

Pre-requisite: SOS 111 or TOUR 101

SOS 203 SOCIOLOGY OF THE FAMILY
3 lec. 1 tut. 3 crs.
This course examines the changing trends and choices in families, marriages and other relationships. Topics covered include variations in family structure and function; gender roles; dating, premarital sex; tasks of marriage; child-rearing, empty nest syndrome, marital dissolution; step-families and ageing.

Pre-requisite: SOS 111 or PSY 111 or permission of Instructor and Chairperson.

SOS 215 RACE AND ETHNIC GROUP RELATIONS
3 lec. 1 tut. 3 crs.
This course examines the concept of race and ethnic group relations through the social-psychological perspective. Two major sociological perspectives (conflict and functionalism) will be utilised. Application of these concepts will be made to the historical and contemporary development of race/ethnic relations in The Bahamas/Caribbean, the United States and South Africa.

Pre-requisite: SOS 111

SOS 216 SOCIOLOGY OF DEVELOPMENT
3 lec. 1 tut. 3 crs.
This course is intended to examine sociological issues concerning development and underdevelopment, the role of structural, social, psychological and cultural factors in development. Alternative models of development and new directions in the dependency debate will also be considered.

Pre-requisite: SOS 111 or POL 113

SOS 217 CRIME AND SOCIETY
3 lec. 1 tut. 3 crs.
The key aim of this course is to provide the "debate about crime" with an informed and critical context. Emphasis will be placed on the complexities of the 'cause' of crime and variations in the pattern of crime in different societies. Attention will be given to the processes which maintain the boundaries of social order and oblige people to conform to social rules and how these are reflected in the complex relations between society, crime and law.

Pre-requisite: SOS 111 or PSY 111

SOCIAL WORK

SWK 100 INTRODUCTION TO SOCIAL WELFARE
3 crs.
Students will have an understanding of the historical development of social welfare in general and in The Bahamas. Students will be familiar with policies, programmes and services in The Bahamas. Students will begin initial identification with the field of Social Work, reference to values and ethics of the profession and elements common to practice with applicability to various levels. Students will begin to understand the role of Social Work as a profession in the delivery of social services.

Pre-requisite: Admission to programmes or permission of Instructor/Chairperson.

SWK 101 DRUG AWARENESS - PREPARATION FOR SERVING
3 crs.
A general interest course offered for credit to counsellors, social workers, teachers, nurses, police, other persons in the human services field, and the community at large. It is designed to
educate participants to effectively work with individuals with drug-related problems.  
Pre-requisite: Admission to programmes or permission of Instructor/Chairperson.

**SWK 104 HUMAN DEVELOPMENT I: SOCIAL WORK PERSPECTIVE**  
3 lec. 1 tut. 3 crs.  
A study of the normal growth and development of the human organism from the prenatal stage to the adolescent years. This course presents a multi-dimensional view of the physical, psychological, social and intellectual changes that occur throughout the stages.  
Pre-requisite: Admission to programmes or permission of Instructor/Chairperson.

**SWK 106 INTRODUCTION TO THE PRINCIPLE AND PRACTICE OF SOCIAL CASEWORK**  
4 lec. 3 crs.  
An introduction to the study of the philosophy, concepts and principles of social casework as a method of social work practice.  
Pre-requisite: Admission to Diploma Programme/Permission of Co-ordinator and/or Chairperson.

**SWK 107 INTRODUCTION TO SOCIAL GROUP WORK**  
4 lec. 3 crs.  
An introduction to the study of the history, concepts and practice of social group work as a method of social work practice.  
Pre-requisite: SWK 100, SWK 106.

**SWK 108 BASIC COUNSELING**  
3 lec. 3 crs.  
This course provides the student with an introduction to theory, counselling strategies, client/counsellor relationship and professional issues and trends in counselling as a treatment method. There is also emphasis on counselling in settings such as drug abuse and crisis intervention, prisons and vocational/career facilities.  
Pre-requisite: Permission of Instructor.

**SWK 109 BASIC SOCIAL WORK SKILLS**  
3 lec. 1 tut. 3 crs.  
This course which will provide the student with an overview of the generic base of social work, focuses on the basics of the helping relationship, communication skills, interviewing skills, modes of interventions and the referral process.  
Pre-requisite: Permission of Chairperson and Instructor.

**SWK 110 DRUG ABUSE AND AIDS EDUCATION**  
3 lec. 1 tut. 3 crs.  
A general interest course which is designed to educate participants to effectively work with individuals with drug-related problems. It will also highlight the interrelatedness between the drug abuse problem and the AIDS epidemic in society.  
Pre-requisite: Admission to Associate Degree programme OR permission of Chairperson and Instructor.

**SWK 200 HUMAN GROWTH AND DEVELOPMENT I**  
3 lec. 1 tut. 3 crs.  
A study of the normal growth and development of the human organism from the prenatal stage to the adolescent years. This course presents a multi-dimensional view of the physical, psychological, social and intellectual changes that occur throughout the stages.  
Pre-requisite: Admission to SWK Diploma Programme.

**SWK 201 HUMAN GROWTH AND DEVELOPMENT II**  
3 lec. 1 tut. 3 crs.  
This course continues the study of the normal growth and development of the human organism through three stages of adulthood. The study looks at the physical, mental and social changes characteristic of each stage.  
Pre-requisite: SWK 200; ENG 119

**SWK 204 THE PRINCIPLES AND PRACTICE OF SOCIAL CASEWORK**  
4 lec. 3 crs.  
Pre-requisite: Admission to Advanced Certificate Programme.

**SWK 111 FOUNDATIONS OF SOCIAL WORK**  
3 lec 3 crs.  
This course introduces students to the social work profession, its historical and philosophical roots and its value base. It interfaces with social justice, issues of diversity and cultural competence and the profession’s Code of Ethics, fields of practice and the different employment settings.  
Pre-requisite: Acceptance in programme

**SWK 203 SOCIAL WELFARE POLICIES AND SERVICES**  
3 lec. 3 crs.  
This course introduces students to social welfare policies and services by examining the historical development of social welfare and the profession of social work through old Europe, the United States of America, the Caribbean and The Bahamas. It focuses on the analysis and evaluation of policies, programmes and services.
Pre-requisite: SWK 111

**SWK 205 SOCIAL GROUP WORK**
3 crs.
An understanding of the current philosophies and concepts of social group work; an appreciation of the difference between social group work and other methods of social work treatment, i.e. casework and community organisation; an understanding of the principles and skills involved in social group work and the application of these in practice via classroom stimulation and videotaping of classroom exercises.
Pre-requisite: Permission of Instructor and/or Chairperson.

**SWK 212 FIELDWORK PRACTICE-ADVANCED CERTIFICATE PROGRAMME**
3 crs.
This 320 hour, 8-week block, field work experience will enable students' to enhance their proficiency in the areas of interviewing, psychosocial assessment and treatment modalities in the delivery of direct services casework, group work and community organisation. The student will also utilise a scientific problem solving approach in offering indirect services to individuals and groups in the supervision, administration and development of effective social service delivery systems.
Pre-requisite:

**SWK 213 FIELDWORK PRACTICE II**
3 crs.
This second 240-hour 6week block, supervised field work practice experience enables the student to become proficient in the areas of interviewing, recording, assessment and treatment methods on an individual and/or group basis. The student is to have gained further confidence in his ability to serve as a professional social worker with agency clientele and staff, and to become a more effective part of the social service delivery system.
Pre-requisite:

**SWK 219 SOCIAL ISSUES**
3 crs.
Social issues will be identified with a view towards giving the social work students an understanding of the changing nature of society. The course will familiarise students with strategies to effectively cope with social problems in our environment.
Pre-requisite: SWK 100/SOS 111 OR permission Chairperson or Instructor.

**SWK 301 SOCIAL WORK ADMINISTRATION**
3 lec. 3 crs.
A study of those administrative activities and functions in a social service agency, as they relate to the effective and efficient implementation of social policy and the utilisation of human and financial resources, in defining and solving human problems and satisfying human needs.
Pre-requisite: Social Work Supervision - SWK 302, SWK 304.

**SWK 302 SOCIAL WORK SUPERVISION**
3 crs.
To enable the student to understand the major processes of social work supervision, components of supervisory competence and responsible provision of social services. To enable students to understand and to differentiate between the individual and group conference methods of supervision and to appreciate the use of both methods. To enable students to appreciate supervision as a fundamental force in meeting organisational tasks and objectives through participation in administrative processes. To understand supervision as a mutual process of discovering what is necessary for effective practice. To provide students with the attitude and skills for self-reflective and self-evaluative activities that are fundamental to professional practice.
Pre-requisite: SWK 304; permission of Instructor/Chairperson.

**SWK 303 TREATMENT MODALITIES**
3 crs.
To introduce the student to the various treatment methods involved in effectively working with clients in order to bring about more efficient functioning. To enhance specific skills in counselling and therapy techniques as well as analysing case studies. To develop an appreciation of “self” as a professional and private person, and to recognise self biases and prejudices which should not influence decision-making and therapeutic approaches. To emphasise innovative and “open-ended” approaches with regard to issues from a trans-cultural viewpoint and to gain a sense of security in handling “non-experienced” or “cross-cultural” situations.
Pre-requisite: permission of Instructor/Chairperson.

**SWK 304 SOCIAL WORK ADMINISTRATION AND SUPERVISION**
3 crs.
This course will introduce students to the principles, process and techniques of Social Work
administration and Supervision and focus on the study and analysis of its practical implementation in social service agencies in The Bahamas for effective and efficient service delivery. Students will be involved in research on Social Work Administration and Supervision from a global perspective - not limited to traditional social work delivery systems, i.e. Governmental agencies.

Pre-requisite:

**SWK 305 METHODS OF MICRO SOCIAL WORK PRACTICE**
3 lec. 3 crs.
The course offers students the opportunity to learn and demonstrate strong skills, the mastery of effective communication, relationship building, recording and other skills essential to working with individuals, families and groups.

**SWK 306 COMMUNITY ORGANIZATION**
4 lec. 3 crs.
Pre-requisite: SWK 205.

**SWK 307 METHODS OF MEZZO SOCIAL WORK PRACTICE**
3 lec. 3 crs.
This course provides students with a historical perspective, theories, techniques and intervention strategies for the development of group work. It also examines the basic principles of the roles of the professional worker and the procedural and interactional skills vital for effective and efficient work.
Pre-requisite: 3rd year standing

**SWK 308 TREATMENT MODALITIES: THEORIES AND TECHNIQUES**
3 lec. 3 crs.
This course surveys the major concepts and practices of the contemporary therapeutic systems and addresses ethical and professional issues in counselling practice. Several theoretical approaches will be examined focusing on the Bahamas and the Caribbean.
Pre-requisite: SWK 305 and 3rd year standing

This course is an introduction to social work practice with communities and organisations. The student will learn the role of the community organiser, the processes of helping communities and organisations and how to use community resources to help clients.

**SWK 314 ETHICAL AND PROFESSIONAL ISSUES IN HUMAN SERVICES**
3 lec. 3 crs.
This course surveys the ethical, legal and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice.
Pre-requisites: 3rd year standing or permission by lecturer of chair.

**SWK 314 FIELD WORK PRACTICE FOR THE ADVANCED CERTIFICATE PROGRAMME**
3 crs.
This course is designed to provide experiential learning wherein students integrate theory with practice to develop appropriate skills, knowledge and attitudes. Focus is on providing experiences which afford the opportunity to apply and test concepts of supervision and administration and/or direct client systems.
Pre-requisite: SWK 205; SWK 301 or SWK 201; Pre-placement interview and permission of Director of Field Instruction.

**SWK 315 SOCIAL WORK WITH ADOLESCENTS**
3 lec. 3 crs.
This course will explore the bio-psycho-social and ecological issues confronting adolescents. Contemporary adolescent problems will be analyzed and social work intervention strategies will be researched.
Pre-requisite: 3rd year standing or permission of lecturer or chair.

**SWK 309 METHODS OF MACRO SOCIAL WORK PRACTICE**
3 lec. 3 crs.
Courses of study in the School of Technology lead to the Associate of Arts and the Associate of Applied Science Degree in the following areas:

COLLEGE PREP

Pre-Tech

ASSOCIATE OF ARTS

Architecture
Civil Engineering Technology
Electrical Power Engineering Technology
Electronics Engineering Technology
Mechanical Engineering Technology
Pre-Engineering

ASSOCIATE OF APPLIED SCIENCE

Architectural Technology
Automotive Technology
Electrical Installation and Power Systems Technology
Electronics Technology

OUTLINE OF PROGRAMMES

GENERAL EDUCATION REQUIREMENTS
Unless otherwise stated All Associate of Arts Degrees require the following General Education Courses:

Use of English 6 crs
SES/SCCA 6 crs
Social Sciences 6 crs
Natural Sciences
(MATH 168 and PHYS 164) 7 crs
Mathematics (MATH 167) 3 crs
Library Orientation 0 crs
Student Development Seminar 0 crs
ASSOCIATE OF ARTS DEGREE PROGRAMMES

MAJOR: ARCHITECTURE

GENERAL ED. REQUIREMENTS ….. 28 Credits
MAJOR COURSES ……………….. 31 Credits
ARCH 110 Architectural Graphics I 3 crs
ARCH 120 Architectural Graphics II 3 crs
ARCH 210 History of Architecture II 3 crs
ARCH 211 Architecture Studio I 5 crs
ARCH 220 History of Architecture II 3 crs
ARCH 221 Architecture Studio II 5 crs
ARCH 222 Introduction to Planning 3 crs
CET 213 Construction Materials 3 crs
CET 224 Construction Methods and Equipment 3 crs
PRESCRIBES ELECTIVES ………. 11 Credits
MATH 170 Calculus with Analytical Geometry I 4 crs
PHYS 165 General Physics II 4 crs
TECH 123 Statistics 3 crs
Total .................................... 70 Credits

MAJOR: CIVIL ENGINEERING TECHNOLOGY

GENERAL ED. REQUIREMENTS ….. 28 Credits
MAJOR COURSES ……………….. 26 Credits
TECH 123 Statistics 3 crs
TECH 122 Engineering Drawing Fundamentals 3 crs
TECH 210 Dynamics 3 crs
CET 212 Structure and Strength of Materials 4 crs
CET 213 Construction Materials 3 crs
CET 221 Construction Surveying 4 crs
PRESCRIBES ELECTIVES ……….. 11 Credits
MATH 170 Calculus with Analytical Geometry I 4 crs
PHYS 165 General Physics II 4 crs
TECH 125 Technical Computer Data Processing 3 crs
Total .................................... 65 Credits

MAJOR: ELECTRICAL POWER ENGINEERING TECHNOLOGY

GENERAL ED. REQUIREMENTS ….. 28 Credits
MAJOR COURSES ……………….. 26 Credits
ELT 110 Electrical Circuits I 3 crs
ELT 111 Circuits Laboratory I 2 crs
ELT 120 Electrical Circuits II 3 crs
ELT 211 Circuits Laboratory II 3 crs
ELP 210 Electrical Devices I 3 crs
ELP 223 Electrical Power Generation 3 crs
ELP 226 Power Systems Protection 3 crs
ELP 227 Electrical Devices II 3 crs
ELS 225 Electronics Devices 4 crs
PRESCRIBES ELECTIVES ……….. 11 Credits
MATH 170 Calculus with Analytical Geometry I 4 crs
PHYS 165 General Physics II 4 crs
TECH 125 Technical Computer Data Processing 3 crs
Total .................................... 65 Credits

NOTE: Students must select at least two of the four courses for English Studies/Communications and Creative Arts, and Social Sciences requirements at the 200 level.

MAJOR: ELECTRONICS ENGINEERING TECHNOLOGY

GENERAL ED. REQUIREMENTS ….. 28 Credits
MAJOR COURSES ……………….. 25 Credits
ELT 110 Electrical Circuits I 3 crs
ELT 111 Circuits Laboratory I 2 crs
ELT 120 Electrical Circuits II 3 crs
ELT 211 Circuits Laboratory II 3 crs
ELS 220 Digital and integrated Circuits 3 crs
ELS 225 Electronic Devices 4 crs
ELS 235 Electronic Circuits and Applications 4 crs
ELS 243 Electronic Communication Systems 4 crs
PRESCRIBES ELECTIVES ……….. 11 Credits
MATH 170 Calculus with Analytical Geometry I 4 crs
PHYS 165 General Physics II 4 crs
TECH 125 Technical Computer Data Processing 3 crs
Total .................................... 65 Credits

MAJOR ELECTIVE ……………….. 3/5 Credits
Select any 200 level course in Natural Science, Technology or Co-operative Work Experience
PRESCRIBED ELECTIVES ……….. 11 Credits
MATH 170 Calculus with Analytical Geometry I 4 crs
PHYS 165 General Physics II 4 crs
TECH 125 Technical Computer Data Processing 3 crs
**MAJOR: MECHANICAL ENGINEERING**

**GENERAL ED. REQUIREMENT** ........... 28 Credits

**MAJOR COURSES** .......................... 28 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>TECH 12</td>
<td>Statistics</td>
<td>3 crs</td>
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<tr>
<td>TECH 122</td>
<td>Engineering Drawing Fund.</td>
<td>3 crs</td>
</tr>
<tr>
<td>TECH 210</td>
<td>Dynamics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MET 213</td>
<td>Materials Science</td>
<td>3 crs</td>
</tr>
<tr>
<td>MET 221</td>
<td>Fluid Mechanics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MET 224</td>
<td>Thermodynamics</td>
<td>3 crs</td>
</tr>
<tr>
<td>MET 231</td>
<td>Strength of Materials</td>
<td>3 crs</td>
</tr>
<tr>
<td>MET 234</td>
<td>Mechanical Fabrication Technology</td>
<td>3 crs</td>
</tr>
<tr>
<td>ELT 220</td>
<td>Electrical Technology</td>
<td>4 crs</td>
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**PRESCRIBED ELECTIVES** ................... 11 Credits

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<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MATH 170</td>
<td>Calculus with Analytical Geometry I</td>
<td>4 crs</td>
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<tr>
<td>PHYS 165</td>
<td>General Physics II</td>
<td>4 crs</td>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>TCDP 125</td>
<td>Technical Computer Data Processing</td>
<td>3 crs</td>
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</tbody>
</table>

**NOTE:** Students must select at least one of the four courses for English Studies/Communications and Creative Arts, and Social Sciences requirements at the 200 level.

**Total** .................................................. 67 Credits

**MAJOR: PRE-ENGINEERING**

**GENERAL ED. REQUIREMENTS** ........... 29 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>Use of English</td>
<td></td>
<td>6 crs</td>
</tr>
<tr>
<td>SES/ACCA</td>
<td></td>
<td>6 crs</td>
</tr>
<tr>
<td>Social Science (ECON 211 plus another)</td>
<td></td>
<td>6 crs</td>
</tr>
<tr>
<td>Natural Science (MATH 168 and PHYS 176)</td>
<td></td>
<td>8 crs</td>
</tr>
<tr>
<td>Mathematics (MATH 167)</td>
<td></td>
<td>3 crs</td>
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<tr>
<td>Library Orientation</td>
<td></td>
<td>0 crs</td>
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<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Student Development Seminar</td>
<td></td>
<td>0 crs</td>
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<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 170</td>
<td>Calculus with Analytical Geometry I</td>
<td>4 crs</td>
</tr>
<tr>
<td>MATH 270</td>
<td>Calculus with Analytical Geometry II</td>
<td>4 crs</td>
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</table>

**MAJOR COURSES** .............................. 30 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ADT 121</td>
<td>Architectural Drawing I</td>
<td>3 crs</td>
</tr>
<tr>
<td>ADT 131</td>
<td>Architectural Drawing II</td>
<td>3 crs</td>
</tr>
<tr>
<td>ADT 132</td>
<td>Elementary Surveying</td>
<td>3 crs</td>
</tr>
<tr>
<td>ADT 221</td>
<td>Architectural Presentation</td>
<td>3 crs</td>
</tr>
<tr>
<td>ADT 244</td>
<td>Building Services</td>
<td>3 crs</td>
</tr>
<tr>
<td>ARCH 222</td>
<td>Introduction to Planning</td>
<td>3 crs</td>
</tr>
<tr>
<td>CET 213</td>
<td>Construction Materials</td>
<td>3 crs</td>
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</table>

**ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMMES**

Unless otherwise stated All Associate of Applied Science Degrees require the following General Education Courses:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of English</td>
<td></td>
<td>6 crs</td>
</tr>
<tr>
<td>SES/ACCA</td>
<td></td>
<td>3 crs</td>
</tr>
<tr>
<td>Social Sciences (SOS 113)</td>
<td></td>
<td>3 crs</td>
</tr>
<tr>
<td>Natural Sciences (PHYS 164)</td>
<td></td>
<td>4 crs</td>
</tr>
<tr>
<td>Math (MATH 101 and MATH 102)</td>
<td></td>
<td>6 crs</td>
</tr>
<tr>
<td>Library Orientation</td>
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<td>0 crs</td>
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**MAJOR: ARCHITECTURAL TECHNOLOGY**

**GENERAL ED. REQUIREMENTS** .... 25 Credits

Students must select Art 160 for English Studies and Communication and Creative Arts Requirement

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>ADT 121</td>
<td>Architectural Drawing I</td>
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<td>Architectural Drawing II</td>
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</tr>
<tr>
<td>ADT 132</td>
<td>Elementary Surveying</td>
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<td>ADT 221</td>
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<td>ADT 244</td>
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<tr>
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<td>Introduction to Planning</td>
<td>3 crs</td>
</tr>
<tr>
<td>CET 213</td>
<td>Construction Materials</td>
<td>3 crs</td>
</tr>
</tbody>
</table>
MAJOR: AUTOMOTIVE TECHNOLOGY

GENERAL ED. REQUIREMENTS …… 25 Credits

MAJOR COURSES ………………… 30 Credits
AME 112  Braking Systems 3 crs
AME 130  Transmission and Axle I 3 crs
AME 132  Auto Electrical I 3 crs
AME 134  Internal Combustion Engines 3 crs
AME 220  Transmission and Axle II 3 crs
AME 221  Engine Overhaul I 3 crs
AME 222  Auto Electrical II 3 crs
AME 231  Engine Overhaul II 3 crs
AME 232  Steering and Suspension 3 crs
AME 233  Auto Electrical III 3 crs

ELECTIVES ..…... 6 Credits
AME 234  Auto Transmission 3 crs
AME 236  Auto Air Conditioning 3 crs
CWE820  Cooperative Work Experience 3/6 crs
Total………………………… 61 Credits

MAJOR: ELECTRICAL INSTALLATION AND POWER SYSTEMS TECHNOLOGY

GENERAL ED. REQUIREMENTS …… 25 Credits

MAJOR COURSES ………………… 32 Credits
MATH 103  Mathematics for Electronics 3 crs
ELT 110  Electrical Circuits I 3 crs
ELT 111  Circuits Laboratory I 2 crs
ELT 120  Electrical Circuits II 3 crs
ELP 125  Electrical Installation Laboratory I 3 crs
ELP 135  Electrical Installation Laboratory II 3 crs
ELP 210  Electrical Devices I 3 crs
ELP 211  Electrical Control Systems 3 crs
ELP 222  Electrical Power Generation and Distribution 3 crs
ELP 225  Electrical Installation Laboratory III 3 crs

ELECTIVES ………………… 6 Credits
ELP 227  Electrical Devices II 3 crs
ELP 226  Power Systems Protection 6 credits
CWE820  Cooperative Work Experience 3/6 crs
Total………………………… 63 Credits

MAJOR: ELECTRONICS TECHNOLOGY

GENERAL ED. REQUIREMENTS …… 25 Credits

MAJOR COURSES ………………… 28 Credits
MATH 103  Mathematics for Electronics 3 crs
ELT 110  Electrical Circuits I 3 crs
ELT 111  Circuits Laboratory I 2 crs
ELT 120  Electrical Circuits II 3 crs
ELT 211  Circuits Laboratory II 2 crs
ELS 220  Digital and Integrated Circuits 3 crs
ELS 225  Electronic Devices 4 crs
ELS 235  Electronic Circuits and Applications 4 crs
ELS 243  Electronic Communication Systems 4 crs

MAJOR ELECTIVE ………………… 3/6 crs
Select any 200 level course in Natural Science, Technology or Co-operative Work Experience

ELECTIVES ………………… 6 Credits

Students must select the courses here such that the requirement for 24 credit hours at the 200 level is met.

Total………………………… 62/65 Credits

PRE-TECHNOLOGY PROGRAMME

ENG 016  Intermediate English I 0 crs
ENG 017  Intermediate English II 0 crs
MATH 047  College Preparatory Mathematics II 0 crs
MATH 048  College Preparatory Mathematics III 0 crs
CHEM 071  College Preparatory Chemistry 0 crs
TECH 015  Introduction to Architectural Technology 0 crs
TECH 016  Introduction to Civil Technology 0 crs
TECH 017  Introduction to Electrical Technology 0 crs
TECH 018  Introduction to Mechanical Technology 0 crs
TECH 025  Engineering Science I 0 crs
TECH 028  Technical Drawing 0 crs
TECH 035  Engineering Science II 0 crs
COUN 001  Student Development Seminar 0 crs
LIBR 013  Library Orientation 0 crs
ARCHITECTURE

ARCH 110 ARCHITECTURAL GRAPHICS I
1 lec. 4 labs. 3 crs.
This is the first course in a two course sequence which is designed to provide the Architectural student with exposure to the various tools, conventions and techniques that will form the basis of work in Architectural Design.
Pre-requisite: TECH 028 or BGCSE ‘C’

ARCH 120 ARCHITECTURAL GRAPHICS II
1 lec. 4 labs. 3 crs.
This is the second course of a two course sequence which will provide the students with an exposure to the appreciation of simple structural and design conventions, tools and techniques that form the basis for work in Architectural Design.
Pre-requisite: ARCH 110

ARCH 210 HISTORY OF ARCHITECTURE I
3 lecs. 1 lab. 3 crs.
This course deals with the chronological development of Architecture. This covers primitive through Gothic Architecture stressing the influences that led to those cultures. Factors such as geographical location, climate, materials, limitations, inventions and discoveries are examined in relation to man's approach to problems of shelter.
Pre-requisite: ARCH 120

ARCH 211 ARCHITECTURE STUDIO I
2 lecs. 6 labs. 5 crs.
The course provides an introduction to environmental design analysis, decision-making and evaluation methodologies for use in the solution to problems of human scale.
Pre-requisites: ARCH 120 and TECH 123

ARCH 220 HISTORY OF ARCHITECTURE II
3 lecs. 1 tut. 3 crs.
This course is a follow-up to ARCH 210. The period Renaissance to the present day, is considered in the same context as in History of Architecture I.
Pre-requisite: ARCH 210

ARCH 221 ARCHITECTURE STUDIO II
2 lecs. 6 labs. 5 crs.
The course consists of a series of studio exercises designed to develop skills in the determination and communication of architectural forms, fundamental activities and site analysis, spatial organisation, structural clarity and formal composition.
Pre-requisites: ARCH 210, ARCH 211 and CET 213

ARCH 222 INTRODUCTION TO PLANNING
3 lecs. 1 tut. 3 crs.
A course in planning which introduces the students to various factors that influenced the urban and regional planning process as well as provides them with the means to deal with the impact of these factors.
Pre-requisite: ARCH 120

ARCHITECTURAL TECHNOLOGY

ADT 121 ARCHITECTURAL DRAWING I
1 lec. 4 lab. 3 crs.
This course is designed to develop the student’s skills in doing basic working drawings. The student should have enough knowledge to work on a one-storey residential project.
Pre-requisite: TECH 028 or BGCSE ‘C’

ADT 131 ARCHITECTURAL DRAWING II
2 lecs. 2 labs. 3 crs.
This course consists of preliminary design drawings, architectural models and architectural working drawings of a commercial building.
Pre-requisite: ADT 121

ADT 132 ELEMENTARY SURVEYING
2 lecs. 2 labs. 3 crs.
An introductory course covering theory, methods, equipment and techniques of field measurement of distance, angles, elevations, field calculations, note taking and reporting.
Pre-requisite: MATH 101

ADT 220 BUILDING CODE REGULATIONS
3 lecs. 3 crs.
This course deals with the restrictions and limitations of the various agencies concerned with the building industry. Provisions of the Building Code are stressed.
Pre-requisite: ADT 130

**ADT 221 ARCHITECTURAL PRESENTATION**
1 lec. 4 labs. 3 crs.
This course is designed to develop the student's skills in the various techniques of architectural presentation, involving perspective drawing and other graphical methods.
Pre-requisite: ADT 131

**ADT 244 BUILDING SERVICES**
2 lecs. 2 tuts. 3 crs.
A study of the mechanical and electrical systems of buildings. Topics will include: lectures with discussions, field trips, principles and practices of electrical installation, public water supply, sanitation, and air conditioning.
Pre-requisites: PHYS 071 and MATH 101

**AUTOMOTIVE TECHNOLOGY**

**AME 112 BRAKING SYSTEMS**
2 lecs. 3 labs. 3 crs.
A course designed to expose the student to braking systems and related suspension systems.
Pre-requisite: MATH 048

**AME 130 TRANSMISSION AND AXLE I**
2 lecs. 3 labs. 3 crs.
Automotive clutches, gear boxes, drive shafts and rear axles in common usage.
Pre-requisite: MATH 048

**AME 132 AUTOMOTIVE ELECTRICAL I**
2 lecs. 2 labs. 3 crs.
Starter systems, the diagnosis of electrical malfunction repair, and servicing of units both electrical and mechanical.
Pre-requisite: TECH 035

**AME 134 INTERNAL COMBUSTION ENGINE WORKSHOP**
2 lecs. 4 labs. 3 crs.
Engine types, single and multi-cylinder, two and four stroke. The construction and inter-relationship of cooling systems, fuel systems, and lubrication systems.
Pre-requisite: TECH 035

**AME 220 TRANSMISSION AND AXLE II**
2 lecs. 3 labs. 3 crs.
Rear axle, final drives; semi, three quarters and full flowing systems, and torque converters.
Pre-requisite: AME 130

**AME 221 ENGINE OVERHAUL I**
2 lecs. 4 labs. 3 crs.
Engine overhaul, valve regrinding, cylinder reboring, camshaft grinding, head and block surface reconditioning, camshaft bearing, ignition, carburation, emission units, starters and alternators.
Pre-requisite: AME 134

**AME 222 AUTO ELECTRICAL II**
2 lecs. 2 labs. 3 crs.
Vehicle generator and alternator systems, regulators, the diagnosis and servicing of the charging system.
Pre-requisite: AME 132

**AME 231 ENGINE OVERHAUL II**
2 lecs. 2 labs. 3 crs.
Diesel engine maintenance servicing. Mechanical overhaul using reboring and regrinding equipment. Fuel injector and pump testing, maintenance and services.
Pre-requisite: AME 221

**AME 232 STEERING AND SUSPENSION**
2 lecs. 3 labs. 3 crs.
Steering and systems, types of steering boxes, power steering, wheel alignment, wheel balancing and servicing.
Pre-requisite: AME 130

**AME 233 AUTO ELECTRICAL III**
2 lecs. 2 labs. 3 crs.
Pre-requisites: AME 222

**AME 234 AUTOMATIC TRANSMISSION**
2 lecs. 4 labs. 3 crs.
The fundamental construction and operation of various types of automatic transmissions, including diagnosis of faults, tests, repair, overhaul and recommended service of transmission.
Pre-requisite: AME 220

**AME 236 AUTOMOTIVE AIR-CONDITIONING WORKSHOP**
2 lecs. 2 labs. 3 crs.
This course is designed to give the automotive technician the knowledge and practical skills needed to repair automotive air-conditioning systems.
Pre-requisites: AME 132 and AME 134

**SCIENTIFIC AND TECHNICAL COMPUTER DATA PROCESSING**

**CDP 220 FORTRAN FOR ENGINEERS AND SCIENTISTS**
2 lecs. 2 labs. 3 crs.
An introductory course in computer programming in Fortran and its use in the solution of problems in engineering, mathematics and science.
Pre-requisites: MATH 170 and TCDP 125

**CIVIL ENGINEERING TECHNOLOGY**

**CET 212 STRUCTURES AND STRENGTH OF MATERIALS**
3 lecs. 2 tuts. 4 crs.
A two part introductory course in structures and strength of materials. Concepts in statistics are applied in the solution of simple beams and frames. Topics include shear force, bending moment, stress analysis and deflection in structures. The second part addresses stress and strain relations in elastic materials, bending of beams, torsion, shear and buckling of columns.
Pre-requisites: TECH 123 and MATH 170

**CET 213 CONSTRUCTION MATERIALS**
2 lecs. 3 labs. 3 crs.
This course provides an introduction to the various types of materials used in civil engineering and building construction. Materials to be considered include concrete and its components, wood and its derivatives, iron and steel, aluminium, glass, plastic and asphalt. Emphasis will be placed on the physical and mechanical properties and how these affect the use of the material.
Pre-requisites: PHYS 164 and CHEM 071

**CET 221 CONSTRUCTION SURVEYING**
3 lecs. 2 labs. 4 crs.
This course introduces students to the fundamental concepts of surveying and their use in the preparation of topographic maps and plans by linear, traverse and triangulation methods. Students will also be exposed to the application of these concepts in surveys for the construction of building and other civil engineering works.
Pre-requisites: MATH 167, MATH 168 and PHYS 165
Co-requisite: TECH 122

**CET 222 ELEMENTARY TIMBER AND STEEL DESIGN**
3 lecs. 1 tut. 3 crs.
An introductory course in elastic design in timber and steel. The courses cover design of beams, struts and ties, columns and connections. Design codes relevant to timber and steel will be discussed.
Pre-requisites: TECH 210 and CET 212

**CET 223 ELEMENTARY REINFORCED CONCRETE DESIGN**
3 lecs. 1 tut. 3 crs.
An introduction to limit of ultimate load design of reinforced concrete structural elements. Analysis and design will include flexural analysis, shear and torsion. Elements to be discussed will include beams, one-way slabs, simple foundation and columns.
Pre-requisites: TECH 210 and CET 212

**CET 224 CONSTRUCTION METHODS AND EQUIPMENT**
2 lecs. 3 labs. 3 crs.
This course involves a study of the various methods used in building and civil engineering construction as well as of the equipment that relate to these methods. Issues to be considered include excavation, dewatering, loading and hauling, compacting, foundations, frame construction, concreting, masonry construction. The course will be supplemented by organised field trips to construction sites.
Pre-requisites: CET 213 and CET 221

**CET 225 CONSTRUCTION PROJECT MANAGEMENT**
3 lecs. 1 tut. 3 crs.
This course exposes the student to the business aspects of the construction process. Issues to be considered include the functions of a manager, motivational theories and leadership styles, site layout, contracts, bid preparation and analysis, planning and scheduling including the use of CPM and PERT construction economics, safety, industrial relations, quality and cost control, work improvement. To be supplemented by trips to construction sites.
Pre-requisite: CET 213

**CET 226 CONSTRUCTION COST ESTIMATING**
3 lecs. 1 tut. 3 crs.
This course is intended to provide students with the ability to cost a complete construction project. Issues to be considered include contract administration, types of estimates, breakdown of project, methods of take-off for various elements, production notes, direct and indirect charges, unit costs, preparation of estimates. Pre-requisites: CET 213, CET 224 and TECH 122

CET 227 CONSTRUCTION CONTRACTS AND SPECIFICATIONS
3 lecs. 1 tut. 3 crs.
This course exposes students to the legal principles and practices governing the construction process. Issues to be considered include constructions, types of contracts and contract documents. The student will be instructed in the preparation and interpretation of civil engineering specifications. Pre-requisite: CET 213

CONSTRUCTION ENGINEERING TECHNOLOGY

CON 242 STRUCTURAL DETAILING
2 lecs. 2 labs. 3 crs.
A course designed to equip the sub-professional designer with all the basic skills and techniques necessary for detailing simple building structures. Pre-requisite: ADT 131

ELECTRICAL POWER ENGINEERING TECHNOLOGY

ELP 125 ELECTRICAL INSTALLATION LAB I
1 lec. 4 labs. 3 crs.
A first course in the theory and practice of residential electrical installation and maintenance. Pre-requisites: MATH 048 and TECH 035

ELP 135 ELECTRICAL INSTALLATION LAB II
1 lec. 4 labs. 3 crs.
The theory and practice of residential electrical installation and maintenance. A second semester course. Pre-requisite: ELP 125

ELP 210 ELECTRICAL DEVICES I
2 lecs. 2 labs. 3 crs.
A course dealing with the theory, construction and operational practices associated with D.C. generators and motors as well as single phase A.C. motors and transformers. Pre-requisite: ELP 210

ELP 211 ELECTRICAL CONTROL SYSTEMS
2 lecs. 2 labs. 3 crs.

A course dealing with the selection, design, installation and maintenance of the various types of control mechanisms available in electrical installation, electric motors and other equipment. Pre-requisite: ELT 120 Co-requisite: ELP 210

ELP 223 ELECTRICAL POWER GENERATION AND DISTRIBUTION
2 lecs. 2 labs. 3 crs.
This course deals with the various sources of energy and their conversion to electrical energy, the elements of a power station, and the transmission and distribution of electrical energy to the consumer. Pre-requisite: ELP 210 Co-requisite: ELP 227

ELP 225 ELECTRICAL INSTALLATION LAB III
1 lec. 4 labs. 3 crs.
A third course in the design, calculation, application and installation of commercial and industrial electrical equipment. Pre-requisites: ELP 135, ELP 210 and ELP 211

ELP 226 POWER SYSTEMS PROTECTION
3 lecs. 1 lab. 3 crs.
This course deals with the various protective systems afforded transformers, generators, transmission and distribution lines, nuclear complexes, power stations and sub-stations. The instrumentation associated with these systems is also considered. Pre-requisite: ELS 225 Co-requisite: ELP 227

ELP 227 ELECTRICAL DEVICES II
2 lecs. 2 labs. 3 crs.
A follow up to ELP 210 this course deals with the theory, construction and operational practices associated with the three phase motors (induction and synchronous), single and three phase alternators and three phase transformers. Pre-requisite: ELP 210

ELP 235 ELECTRICAL INSTALLATION LAB IV
1 lec. 4 labs. 3 crs.
The fourth course in the design, calculation, application and installation of commercial, public and industrial electrical installations. Pre-requisite: ELP 225

ELECTRONICS ENGINEERING TECHNOLOGY
ELS 220 DIGITAL AND INTEGRATED CIRCUITS
3 lecs. 3 labs. 3 crs.
This course is designed to expose students in Electronics Engineering Technology to the concepts and techniques associated with modern digital systems, and to the principles and techniques related to the production and use of integrated circuits.
Pre-requisites: ELT 120, MATH 102 and MATH 103

ELS 225 ELECTRONIC DEVICES
3 lecs. 2 labs. 4 crs.
This course introduces the principles and concepts of the active devices used in electronic circuits. Topics include: semiconductor, theory, diodes, BJT, FET and UJT transistors, four layer semiconductors and optoelectronic devices.
Pre-requisites: ELT 120, MATH 102 and MATH 103

ELS 232 CONSUMER ELECTRONICS
2 lecs. 3 labs. 3 crs.
A course designed to expose the student to consumer audio and video electronic equipment. Study of hi-fi equipment, television systems and components, video cassette recorders, and satellite television reception systems will be included.
Pre-requisite: 2nd Year Standing

ELS 234 ELECTRONICS RESEARCH PROJECT
1 lec. 4 labs. 3 crs.
This course is intended to allow students to apply their knowledge of electronics theory to the practicalities of the design and production of useful electronic circuits and systems. The course is developed to reflect the “hands-on” philosophy of the Applied Science Programme.
Pre-requisites: ELS 220 and ELS 225

ELS 235 ELECTRONIC CIRCUITS AND APPLICATION
3 lecs. 1 tut. 2 labs. 4 crs.
Principles and methods related to the analysis and design of various types of electronic circuits and systems.
Pre-requisites: ELS 220 and ELS 225
Co-requisite: ELS 243

ELS 240 TELEVISION TECHNOLOGY
2 lecs. 2 labs. 3 crs.
A study of the principles and operation of monochrome and colour television systems. Stage-by-stage analysis of transmitting and receiving equipment as well as related servicing techniques will be included.
Pre-requisites: ELS 220 and ELS 225
Co-requisite: ELS 243

ELS 242 ELECTRONIC TROUBLESHOOTING TECHNIQUES
3 lecs. 3 labs. 3 crs.
This course is specifically intended to develop practical competency with respect to malfunction analysis, diagnostic testing, repair and maintenance of electronic equipment.
Pre-requisites: ELS 220 and ELS 225
Co-requisite: ELS 243

ELS 243 ELECTRONIC COMMUNICATION SYSTEMS
2 lecs. 2 tut. 2 labs. 4 crs.
A comprehensive introduction to an extensive coverage of all facets of electronic communication systems. Includes topics on modern communication principles and techniques.
Pre-requisites: ELS 220 and ELS 225
Co-requisite: ELS 235

ELECTRICAL ENGINEERING TECHNOLOGY

ELT 110 ELECTRICAL CIRCUITS I
3 lecs. 1 tut. 3 crs.
The first course in a two-course sequence designed to provide Electronics and Electrical Power Engineering Technology students with the necessary foundation in D.C. electric circuit analysis.
Pre-requisites: TECH 035 and MATH 048

ELT 111 CIRCUITS LABORATORY I
1 lec. 3 labs. 2 crs.
This is the first laboratory course for Electronics and Electrical Power Engineering Technology students. Topics include: test equipment, measurements, data analysis, verification of A.C. and D.C. circuit law and the preparation of formal laboratory reports.
Pre-requisites: MATH 101 and ELT 110
Co-requisite: ELT 120

ELT 120 ELECTRICAL CIRCUITS II
3 lecs. 1 tut. 3 crs.
The second course in a two course sequence designed to provide Electronics and Electrical Power Engineering Technology students with the necessary foundation in A.C. electric circuit analysis.
Pre-requisites: ELT 110 and MATH 140
Co-requisites: MATH 102 and MATH 103
ELT 211 CIRCUITS LABORATORY
1 lec. 3 labs. 2 crs.
This is the second laboratory course for Electronics and Electrical Power Engineering Technology students. It provides experimental verification of the behaviour of electronic devices and circuits studied in ELS 220 and ELS 225. Exposure to the PSpice simulation package is also given.
Pre-requisite: ELT 111
Co-requisite: ELS 225

ELT 220 ELECTRICAL TECHNOLOGY
(NON MAJORS)
3 lecs. 1 tut. 2 labs. 4 crs.
This course provides comprehensive exposure to electricity and electronics for students who do not intend to major in Electronics or Electrical Power Engineering Technology.
Pre-requisites: PHYS 165, MATH 167 and MATH 168

ELET 302 MICROPROCESSORS
2 lec. 2 labs. 3 crs.
This course is a study of major industrial microprocessor manufacturer's products. It reviews the history of microprocessors, beginning with a brief history up to the present technology. Emphasis is placed on component design, interfacing, programming and specifications which aid in product identification.
Pre-requisite: ELS 220 or ELP 211

ELET 320 ADVANCED LINEAR CIRCUIT ANALYSIS
3 lecs. 3 labs. 4 crs.
A calculus-based circuit analysis course incorporating topics such as: waveform analysis, time-domain transient and steady-state analysis, Laplace transform analysis, transfer functions, frequency response and Bode plots, Fourier series and transform, and an introduction to discrete-time system analysis via the z-transform.
Pre-requisites: MATH 170 and ELS 235 or ELP 227

ELET 410 LINEAR ELECTRONICS
3 lecs. 3 labs. 4 crs.
This course is an upper-level treatment of linear electronics with major emphasis on linear integrated circuits. It includes the following topics: operational amplifier characteristics and applications, timers, multipliers, regulators, active filters, and A/D and D/A conversion.
Pre-requisite: ELET 320

PRE-ENGINEERING

ENGR 011 INTRODUCTION TO THE PROFESSION
0 credit (1 seminar)
This course will consist of a series of seminars providing an overview of the creative profession of engineering. Topics will include: the branches of engineering, career preparation, duties, ethics and responsibility of the engineer. It is compulsory for all Pre-Engineering students.
Pre-requisite: Admission to Programme.

ENGR 111 ENGINEERING GRAPHICS
2 lecs. 2 labs. 3 crs.
This course develops the student’s skills in the subject emphasising the application of these in engineering situations. Topics will include: orthographic projection, auxiliary plans, developments, sections, oblique and pictorial views, vector geometry design concepts, working drawings and the introduction to computer-aided drafting.
Pre-requisite: TECH 028

ENGR 231 ENGINEERING STATICS
3 lecs. 1 tut. 3 crs.
A first course in engineering mechanics aimed at developing the ability of the student to analyse problems in statistics in a simple and logical manner and to solve these problems using a few basic scientific principles.
Pre-requisites: PHYS 176 and MATH 170

ENGR 232 INTRODUCTION TO LINEAR ELECTRICAL CIRCUITS
3 lecs. 1 tut. 3 crs.
An introductory course to be taken by all Pre-Engineering students not aspiring to specialisation in Electrical Engineering. It exposes the student to linear circuit analysis in the time and the frequency domains. Exposure will be given to the PSpice simulation package.
Pre-requisites: MATH 170 and PHYS 165

ENGR 233 ENGINEERING NETWORK ANALYSIS I
3 lecs. 1 tut. 3 crs.
This is the first course in a two course sequence which is designed to expose Electrical Pre-Engineering students to circuit analysis in the time-domain. Exposure to the PSpice simulation package will also be given.
Pre-requisites: MATH 170 and PHYS 165

ENGR 241 ENGINEERING DYNAMICS
3 lecs. 1 tut. 3 crs.
A sequential course to Engineering Statistics, drawing on the principles acquired therefrom and adapting these to the solution of engineering problems involving motion of particles, systems of particles and rigid bodies.
Pre-requisite: ENGR 231

ENGR 242 MECHANICS OF MATERIALS
3 lecs. 1 tut. 3 crs.
A first course in the mechanics of deformable bodies designed to provide aspiring students in Civil, Structural and Mechanical Engineering with the foundation for subsequent specialised and advanced work in their particular areas of specialisation.
Pre-requisite: ENGR 231

ENGR 243 ENGINEERING NETWORK ANALYSIS II
3 lecs. 1 tut. 3 crs.
This is the second course in a two course sequence which is designed to expose Electrical Pre-Engineering students to circuit analysis in the frequency-domain. Exposure to the PSpice simulation package will also be given.
Pre-requisite: ENGR 233

ENGR 244 ENGINEERING THERMODYNAMICS
3 lecs. 1 tut. 3 crs.
An introductory course in thermodynamics suitable for students in Chemical, Electrical and Mechanical Engineering. Focus is on simple gas and vapour processes with illustrative applications in the production of power and in the use of refrigeration plants and equipment.
Pre-requisites: CHEM 135, PHYS 176 and MATH 170

TECHNICAL MATHEMATICS

MATH 101 TECHNICAL MATHEMATICS I
3 lecs. 1 tut. 3 crs.
A fundamental mathematics course designed to equip students with sufficient mathematical skills to analyse and solve everyday problems encountered in the technical disciplines.
Pre-requisite: MATH 048

MATH 102 TECHNICAL MATHEMATICS II
3 lecs. 1 tut. 3 crs.
A continuation of Technical Mathematics I leading to the further development of skills in the analysis of technical problems.
Pre-requisite: MATH 101

MATH 103 MATHEMATICS FOR ELECTRONICS TECHNICIANS
3 lecs. 1 tut. 3 crs.
This course is designed for students intending to study electronics. It is a complement to Technical Mathematics I. On completion of this course, the student would be equipped to handle mathematical problems associated with electronics.
Pre-requisite: MATH 101

MECHANICAL ENGINEERING TECHNOLOGY

MET 213 MATERIALS SCIENCE
2 lecs. 2 labs. 3 crs.
This course is a study of the structure, manufacture, properties and applications of engineering materials including iron, steel, non-ferrous metals, alloys, plastics and ceramics. It also covers the corrosion process and material failure prevention.
Pre-requisites: PHYS 165, CHEM 071, MATH 167 and MATH 168

MET 221 FLUID MECHANICS
3 lecs. 1 tut. 3 crs.
An introductory course in fluid mechanics. Applications to flow measurement, prep flow, pumping systems, turbines, propellers and flow about airfoils are considered.
Pre-requisite: TECH 210

MET 224 THERMODYNAMICS
3 lecs. 1 tut. 3 crs.
A non-calculus based, introductory course in thermodynamics suitable for technologists. The course addresses, among other things, the first and second laws of thermodynamics, the properties of liquids and gases and the cycles for power and refrigeration.
Pre-requisites: PHYS 165, MATH 167 and MATH 168

MET 231 STRENGTH OF MATERIALS
3 lecs. 2 labs. 3 crs.
Materials testing methods, various stress and strain applications, the bending of beams, buckling, torsion and shear.
Pre-requisites: TECH 123 and MATH 170

MET 234 MECHANICAL FABRICATION TECHNOLOGY
1 lec. 4 labs. 3 crs.
An introductory course describing fabrication and processing methods for metals and plastics for engineering technology students. The course includes a major fabrication project using machine tools and other fabrication equipment.
Pre-requisites: TECH 122 and MET 213
TCDP 125 TECHNICAL COMPUTER DATA PROCESSING
2 lecs. 2 labs. 3 crs.
An introduction to computer resources including computer hardware and software. The place of computers in society, particularly as applied to the needs of industry, is discussed. Participants will be expected to demonstrate facility in fundamental programming techniques in BASIC.
Pre-requisite: MATH 048

GENERAL ENGINEERING TECHNOLOGY

TECH 015 INTRODUCTION TO ARCHITECTURAL TECHNOLOGY
1 lec. 1 lab. 0 cr.
This course introduces students to the discipline of Architecture and its practice. Topics covered include the role of architectural personnel, the educational, training, professional requirements and employment opportunities available. The course combines lectures, electronic media presentations and field trips.
Pre-requisite: ENG 016
Co-requisite: ENG 017

TECH 016 INTRODUCTION TO CIVIL TECHNOLOGY
1 lec. 1 lab. 0 cr.
An exploratory course designed to expose students to Civil Engineering and its practice. Topics covered include subdisciplines of Civil Engineering, the educational, training and professional requirements and employment opportunities. The course combines lectures, utilizing electronic media, and field trips.
Pre-requisite: ENG 016
Co-requisite: ENG 017

TECH 017 INTRODUCTION TO ELECTRICAL TECHNOLOGY
1 lec. 1 lab. 0 cr.
An exploratory course designed to expose students to the discipline of Electrical Engineering Technology. Topics such as awards and scholarships, subfields, levels of employment, and available programmes are covered. Basic circuit laws are demonstrated in laboratory work.
Pre-requisite: ENG 016
Co-requisite: ENG 017

TECH 018 INTRODUCTION TO MECHANICAL TECHNOLOGY
1 lec. 1 lab. 0 cr.
This course introduces students to the discipline of mechanical engineering. Roles of mechanical personnel, use of computers, education and training, the importance of research, professional practice and employment opportunities are discussed. Laboratory work, field trips and electronic media presentations are utilised.
Pre-requisite: ENG 016
Co-requisite: ENG 017

TECH 025 ENGINEERING SCIENCE I
3 lecs. 1 tut. 0 cr.
A course in mechanical science intended for students with limited background in physics and mathematics. The concepts and principles of statics, dynamics, material behaviour, fluid mechanics, heat transfer and gas behaviour are covered.
Pre-requisite: None
Co-requisite: Math 047

TECH 028 TECHNICAL DRAWING
2 lecs. 2 labs. 0 cr.
An introductory drafting course covering the construction, electrical and mechanical fields.
Pre-requisite: None
Co-requisite: Math 047

TECH 035 ENGINEERING SCIENCE II
3 lecs. 1 tut. 0 cr.
A course in electrical science intended for students with limited background in physics and mathematics. Concepts and principles of electricity, electrical circuits, magnetism, and electromagnetism and its applications are covered.
Pre-requisite: None
Co-requisite: Math 047

TECH 123 STATICS
3 lecs. 1 tut. 3 crs.
A first course in mechanics with a non-calculus, non-vector approach. It covers topics such as equilibrium of concurrent and non-concurrent forces, their applications and the techniques of solution of static problems associated with them. It also addresses the properties of area and solids.
Pre-requisites: PHYS 164, MATH 167 and MATH 168

TECH 122 ENGINEERING DRAWING FUNDAMENTALS
2 lecs. 2 labs. 3 crs.
An introductory college level course in engineering drafting for engineering technology students. Topics include orthographic projection, pictorial sketching, intersections and developments, threads, fasteners, working drawings and an introduction to CAD. The course includes a major drawing project as an exercise in standardised design.
Pre-requisite: TECH 028

TECH 210 DYNAMICS
3 lecs. 1 tut. 3 crs.
A second course in mechanics following Statistics for Technologists. It covers kinematics and kinetics of particles in rectilinear and rotational motion. Dynamics of rigid bodies and oscillations are introduced.
Pre-requisite: TECH 123 and MATH 170
CENTRE FOR CONTINUING EDUCATION AND EXTENSION SERVICES (CEES)

Moss Road

Director: Mrs. Christina Nwosa

The Centre for Continuing Education and Extension Services Centre (CEES) extends The College’s services into the community through outreach opportunities beyond the normal scope of BJC, BGCSE or college credit courses.

The community’s needs in both New Providence and the Family Islands are identified through specific request or on the request of agencies in either the private or public sectors. The main aim is to reach those persons who are not able, for whatever reason, to benefit at the present time from the normal range of College courses and programmes.

PERSONAL DEVELOPMENT/NON-CREDIT COURSES

The Centre offers a wide range of non-credit courses for personal or self development. Enrolment does not require application for admission to The College of The Bahamas.

All courses are taught by highly qualified instructors in informal settings, and new courses are arranged as community demand warrants. Areas of study include but are not limited to:

- Accounting Principles
- Basic Car Maintenance
- Cake and Pastry Making
- Cake Decorating
- Creole
- Drapery
- Dressmaking
- English as a Second Language
- Floral Design
- Freehand Cutting and Design
- Graphic Art and Design
- Gourmet Cooking
- Interior Decorating
- Introduction to Advertising Design
- Shorthand
- Spanish
- Upholstery
- French
- Introduction to Computers
- Computer (variety of courses)

UPGRADING

The Centre offers upgrading courses aimed at raising the academic level of participants wishing to participate in a range of programmes from College Prep to College level. There is also a Basic Workers Enrichment Programme designed to bring participants up to BJC (9th grade) academic equivalent status, and provide basic job-entry level skills.

CREDIT COURSES

The Centre, in conjunction with the faculties, offers degree level courses to adults who are not interested in pursuing a specific programme, but who wish to enrol in credit courses for the purpose of upgrading themselves academically, or in a particular skill. Such persons are given a student number and receive their grades from Student Services at the end of each semester. In order to register for an accredited course an applicant must:

1. be employed in a specific field; or
2. be registered in a post-secondary educational institution; or
3. hold a first degree; and
4. be at least 21 years old.

In order to be admitted to a particular course a student must be advised by the Chairperson of the relevant school.

COLLEGE COURSES FOR GENERAL INTEREST

The degree level courses of The College may also be taken by adults who have not been admitted to The College. In such cases the category as General programmes is considered as General Interest. No credit is available for courses taken in this category.

PROFESSIONAL DEVELOPMENT SEMINARS/COURSES

The Centre offers seminars and courses to meet the ongoing needs of professionals in the workplace. Seminars feature overall discussion programmes in organisation; management control; directing business expansion; planning corporate growth; measuring managerial results; management development; management of people; and managerial concepts. Other special programmes can be tailored to fit industry or individual company needs.
The following programmes are presently available:

PROFESSIONAL DEVELOPMENT
PROGRAMMES AND COURSES

- Certificate Course in Law
- Certification in Human Resource Management (PHR)
- Certified Internal Auditor (CIA)
- Certification in Management (CM)
- Certified Management Accountant (CMA)
- Certified Professional Secretary Review (CPS)
- Certified Security Professional Course (CSP)
- Certification in Supervisory Management
- Certificate in Youth Leadership
- Electricians Single Phase License Course
- Electricians Three Phase License Course
- Journeyman Plumbing License Course
- Master Plumbing License Course

PARA-PROFESSIONAL PROGRAMMES

These are aimed at improving performance in the workplace. Existing programmes are in the areas of health and allied health services; clerical assistance; and early childhood education.

COLLEGE ENTRANCE REVIEW PROGRAMME

This is a 12-14 weeks programme to help adults cope with The College Placement Examination. Prior to each sitting of the Placement Examination there is a session in Language Arts and in Mathematics.

COMMUNITY EDUCATION

This is aimed at the development of community awareness and understanding of today’s social, economic and cultural events. The Centre meets this need through its Distinguished Lectureship programmes, a public lecture series; and radio broadcasts done in conjunction with the Learning Resources Services of the Ministry of Education.

ACADEMIC TUTORING

This is available in all subject areas, but specifically in the higher level Associate Degree courses for students with academic weaknesses or referrals.

SPECIAL PROGRAMMES/PROJECTS

- Jumpstart
- Masters in Health Administration (MHA)

JUMPSTART

Jumpstart is a programme designed for secondary/high school students who have completed the pre-requisites for certain college-level courses. It enables qualified students to earn credits towards their college programme while still in secondary/high school.

MASTERS IN HEALTH ADMINISTRATION (MHA)

From time to time programmes/projects intended to consolidate the institutional mandate are developed and implemented on an experimental basis. During the experimental stages and prior to full adoption the programmes/projects are administered through CEES. The following programmes/projects are being tested at this time: Masters in Health Administration.

In collaboration with the Western Connecticut State University (WCSU), this graduate programme is offered to professionals operating in the several health care agencies at the supervisory level. The programme consists of 30 credit hours and is delivered in a non-traditional fashion. The degree is awarded by WSCU.

For more information contact:

The Director
The Centre for Continuing Education and Extension Services
The College of The Bahamas
Moss Road
Nassau, Bahamas
Personal and Professional Development Programmes and Courses Are Available Through The Centre For Continuing Education and Extension Services (CEES)
FACULTY AND STAFF

Directors and Provosts

Director, Admissions, Veronica Collie, B.A.
Director, Centre for Continuing Education and Extension Services, Christina Nwosa, M.A.
Director, Centre for Entrepreneurship, Michael Rolle, M.B.A.
Director, Counselling and Health Services, Earl Alfred, M.Ed.
Director, Financial Aid and Housing, Cheryl Carey, M.Ed
Director, Libraries and Instructional Media Services, Willamae Johnson, M.L.S.
Director, Management Information Services, Gurth Ford, (Acting), M.Sc.
Director, Physical Plant, Eric Hepburn, A.A.
Director, Public Relations and Alumni Affairs, Henry Lightbourne,
Director, Records, Clair Charlow, M.A.
Director, Research and Grants, Joan Vanderpool, Ph.D.
Director, Student Activities, Arlene Albury, B.A.
Provost, Grosvenor Close Campus, Ernestine Douglas, B.Ed
Provost, Northern Campus, Sylvia Darling, M.Ed

Chairpersons

Chairperson, School of Business, Joan Pinder (Acting), M.Ed.
Chairperson, School of Communication and Creative Arts, Marjorie Cheetham, M.A.
Chairperson, School of Education, Ruth Sumner, Ph.D.
Chairperson, School of English Studies, Earla Carey-Baines, Ph.D.
Chairperson, School of Hospitality and Tourism Studies, Peter Daniels (Acting), M.A.
Chairperson, School of Natural Sciences and Environmental Studies, Lionel Johnson, B.Sc.
Chairperson, School of Nursing and Allied Health Professions, Maggie Turner, M.S.N.
Chairperson, School of Social Sciences, Jessica Minnis, M.A.
Chairperson, School of Technology, Freeman Kelly (Acting), M.Sc.
FACULTY

ADAMS, MICHELENE, Lecturer, English; B.A., M.A.
ADDERLEY, NATASHA, Lecturer, Nursing; B.Sc., M.Sc.
ALBURY-LAWLOR, ANNE, Senior Lecturer; English; B.A., M.A., P.G.C.E.
ALLEN, VICTORIA, Lecturer, English; B.A., M.A., Ph.D.
ANCELIN, CHANTAL, Lecturer, French; B.A., M.A.
ANDERSON, MICHAEL, Lecturer, Geography, BA, M.A.
ANTONIO, KATIANN, Lecturer, Education; B.A., M.B.A.
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STRACHAN, GEROD, Physical Plant Department
STUART, FRANCES, Physical Plant Department
STUART, SHAWN, Physical Plant Department
STUBBS, BERDIE, Physical Plant Department
STUBBS, LISA, Libraries and Instructional Media Services
STUBBS, NEVILLE, Physical Plant Department
STUBBS, SHANTELL, Libraries and Instructional Media Services
SWAN, CHRISTINE, Library and Instructional Media Services
SWEETING, BETTY, Library and Instructional Media Services
SYMONETTE, ALFRED, Physical Plant Department
SYMONETTE, KATHYMAE, Physical Plant Department
TAYLOR, GERALDINE, Physical Plant Department
TAYLOR, LUCRECIA, Business Office
TAYLOR, MAVIS, Centre for Continuing Education and Extension Services
THURSTON, GARNNO, School of Hospitality and Tourism Studies
THOMPSON, DANIEL, Centre for Entrepreneurship
TOUSSAINT, DARVIN, Admissions Office
TREMAINE, TRACEY, President's Office
TURNER, FLORINA, Business Office
TURNQUEST, LEIGHTON, Management Information Services
TYNES, JENNIFER, School of Technology
WALKES, JEROME, Human Resources Department
WALKINE, VERNITA, Physical Plant Department
WALLACE, JEROME, Physical Plant Department
WALLACE, OPHELIA, Physical Plant Department
WALLACE, PRESTONIA, Physical Plant Department
WHYLLE, PAUL, Physical Plant Department
WILLIAMS, BARBARA, Centre for Continuing Education and Extension Services
WILLIAMS, MELINDA, Business Office
WILLIAMS, VERNICE, Management Information Services
WILLIAMSON, NATASHA, School of Education
WOODSIDE, GLEN, Physical Plant Department
WOODSIDE, SAMUEL, Physical Plant Department
WRIGHT, YVONNE, Physical Plant Department