



Student Handbook 2025-2026

Independence Junior College
Independence Village
Stann Creek District

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This catalogue is not to be regarded as a contract between the students and Independence Junior College. The IJC, hereafter referred to as the 'College,' reserves the right to make changes in courses, programs, faculty, calendar, tuition and fees, grading procedures, graduation requirements, admission criteria and any other information contained within this catalogue. Changes become effective when the College so determines, and apply to prospective students as well as to students currently enrolled. The College will make every effort to notify students of any changes. *However, it is the student's responsibility to read this catalogue and to keep abreast of changes in the academic program of the College.*

Independence Junior College Academic Catalogue August 2025-2026 was revised and published by Independence Junior College, Savannah Road, Independence Village, Stann Creek District.

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Welcome Message from the Dean's Office

Greetings from the Independence Junior College Family!

The Faculty, Staff and Administration wish to welcome **you** to our young and vibrant institution located in your home; the heart of the Banana Belt. We are honored by your show of confidence in selecting us as your tertiary education provider.

With the continuous support of our stakeholders, we are striding to build a Junior College that will develop well rounded individuals who are academically strong and socially skilled for future scholarly pursuits and/or for placement in the workforce.

The addition of our Evening Division introduced in August 2018 is proof that our institution is growing. Our Evening Division has been designed specifically to satisfy the demand of employed individuals who would like to pursue their tertiary education. At present we are only offering Associate Degrees in Business Management and Accounting, and these are delivered fully online. As the Evening Division expands, it is our hope to also expand our program offerings, based on the needs of our target group.

We look forward to working with you to build your fullest potential. Mother Theresa states, “We cannot all do great things, but we can do small things with great love”; hence, we urge you to approach school life with great zeal and superb commitment, so you can achieve your desired goals. As the famous Aristotle France said, “To accomplish great things we must not only act, but also dream, not only plan but also believe”. So scholars, believe in yourself and you will certainly accomplish great things.

We assure you that the lecturers of Independence Junior College are willing to go the extra mile to provide you with the necessary support to meet the challenges of education. We will empower you with the relevant skills to combat various societal obstacles; however, we need your collaboration and commitment to accomplish our desired goals successfully. Together we **can**; together we **will** make a change in each of our students' lives.

We remain committed to excellence and pledge our commitment to ensure that you receive a meaningful education that provides you with the keys to success. Eleanor Roosevelt stated, “The future belongs to those who believe in the beauty of their dreams”; therefore, believe, work hard and keep focus and you will achieve your educational goals.

Welcome to the Independence Junior College Family.

GENERAL INFORMATION

HISTORY

Independence Junior College opened an evening division on August 27, 2007 with 45 students enrolled and housed temporarily in the Independence High School's facilities. This was an initiative of the Ministry of Education in collaboration with the Administration and Board of Management of Independence High School. Since then, the junior college has almost tripled in size.

Our current offerings for our Day Division include a variety of degrees within our Business and Science programs. These programs were structured to emphasize practical education in an effort to ensure functionality of our students in the varied industrial undertakings in our immediate surroundings.

A junior college in this area was long overdue as many young people were not able to further their formal training due to lack of the necessary financial resources. The main feeder institution is Independence High School, which began operation in September 1989 and now has a population of over 900 students, graduating on average 175 students each year.

The institution is managed by a Board of Management consisting of twelve members having representation of the churches, feeder primary schools, businesses, community and alumni.

We continue our resolve to provide our young people with a well-rounded education that will enable them to effectively contribute to the further development of Southern Belize, and by extension – Belize.

Independence Junior College looks to the future with hope and enthusiasm because of its many well-wishers and supporters. Thanks!

IJC'S MISSION STATEMENT

Independence Junior College is a government co-educational institution, dedicated to the wholesome development of the mental, spiritual and physical needs of its multi-cultural student population.

Through relevant programs, qualified and dedicated staff and community stakeholders and the utilization of advanced technology, it will provide equal access to education and opportunities for its students to develop good moral character, pursue academic excellence, develop problem-solving skills and grow into knowledgeable, open minded, creative and confident young men and women as citizens of Belize as well as in the changing, dynamic global community.

IJC'S VISION STATEMENT

To work with all stakeholders to provide for the educational needs of a diverse student body by offering relevant programs that foster the development of knowledge, skills, values and attitudes. These are necessary for meaningful employment and a holistic formation important to pursue further training and to lead meaningful lives as citizens of Belize and the global community.

Accreditation and Affiliation

The Associate Degree offered by Independence Junior College is endorsed by the Government of Belize. The College is also a member of the Association of Tertiary Level Institution of Belize (ATLIB), and the Consortium for Belize Educational Cooperation (COBEC), an organization founded in the 1980's to form links between Belizean and U.S.A. Colleges and Universities and to strengthen and expand capabilities in higher education in Belize. Independence Junior College joined The Caribbean Area Network for Quality Assurance in Tertiary Education (CANQATE) in 2013, which is an organization which foster quality school system in the Caribbean.

Profile of an IJC Student

Disposition	Information Technology	Critical Thinking	Skills	Knowledge
Strong Moral Character	Possess effective communication techniques	Problem Solver	Good public speaking	Revealed Knowledge - Basic principles of program area - Core values
Positive attitude	Use basic technical skills effectively	Inquisitive	Proficient reading and comprehension	Speculative knowledge - Develop a yearning for perpetual research/learning
Intrinsically motivates	Responsible use of computer technology platforms	Innovative	Computer literate	Scientific Knowledge - Apply principles to varying context through experimental design/analysis
Team spirited	Effective research skills	Proactive	Good interpersonal skills	Practical Knowledge - Critical Employability skills
Assertive	Effectively manage the information highway	Independent	Analytical	
Civic pride		Extraordinary	Collaborative	
Congeniality			Leadership	
			Entrepreneurship	
			Employability	
			Parenting	
			Numeracy	

GOVERNMENT & OTHER EXTERNAL SCHOLARSHIP OPPORTUNITIES

➤ *Government of Belize Scholarship*

CSEC Tuition Grant are given to students who present to the office, their CSEC results with the required 3+ passes, including General English and General Math. Passes are defined as Grades I – III. *(An agreement form must be signed at the office when the results are presented to ensure that the student's name is submitted for redemption of the award.)*

GOB Second Year Tuition Grant is awarded to students who have completed a minimum of 33 credits and are passing with a cumulative GPA of 2.0 or above. Students must take a minimum of 15 credits per semester and maintain a cumulative GPA of 2.5 for their names to be resubmitted for the second semester of the scholarship. Failure to do so will result in the student being responsible for the balance of his/her own tuition payments.

Students interested in other Scholarship Opportunities can contact:

- ✓ Belize Electricity Limited
- ✓ PACT for Natural Resource Management
- ✓ Social Security Board
- ✓ Ministry of Education (GOB grants)
- ✓ Southern Environmental Association
- ✓ Rotary Club
- ✓ Belize Tourism Board
- ✓ Holy Redeemer Credit Union

Additionally, DFC information is available in the Office for those interested in seeking student loans.

Independence Junior College Scholarship Opportunities

- ✓ **Sports Scholarship** - Independence Junior College offers 6 Sports Scholarships on an annual basis. Scholarship recipients are expected to complete 150 hours of service to the institution per semester, by working with the school's Sports Coordinator. Application forms for this scholarship is available at the office of the Assistant Dean, and deadline for submission is the first Friday in September.
- ✓ **Work Scholarship** - Independence Junior College offers 4 Work Scholarships on an annual basis. Scholarship recipients are expected to complete 150 hours of service to the institution per semester, by working with the school's Administrative Staff. Students wishing to apply for this must

submitted a letter to the Dean, explaining why he/she is deserving of this scholarship. Deadline for submission is the first Friday in September.

- ✓ **Academic Scholarship** – As a part of our sister-school association, Independence Junior College annually awards the top 3 performers from the Independence High School’s graduating class with an Academic Scholarship. The scholarship covers the cost of tuition for 2 years, and recipients are expected to maintain a GPA of 2.0.

ADMISSION PROCEDURES

Students who have interest in pursuing an Associate Degree at IJC may request information and an application form from:

**Dean of Admissions
Independence Junior College
Savannah Road, Independence Village
Ph: 523-2566**

Application package should include:

- ✓ completed application form
- ✓ copy of Social Security Card
- ✓ a certified copy of high school diploma
- ✓ a recent passport size photograph
- ✓ an official high school transcript
- ✓ ATLIB Placement Test results
- ✓ CSEC Math and English at General Proficiency

Completed application form should be forwarded with a non-refundable fee of \$30.00.

Application for admission and complete credentials should be in the Admissions Office before the deadlines stated on the application form. A \$10.00 charge is automatic to late applications.

Letters of acceptance will be forwarded after the applicant’s credentials have been reviewed and providing they satisfy entry requirements for course of study applied for.

REQUIREMENTS

- As well as course-specific pre-requisites, every student should have:
 - ✓ Successfully completed high school;
 - ✓ Taken CSEC General Proficiency Level English Language and Mathematics;
 - ✓ Taken the Association of Tertiary Level Institution of Belize (ATLIB) Placement Test;
- **Consideration may be given to applicants who have:**

- ✓ presented credentials showing strong upward trend in high school grades;
- ✓ shown participation in extracurricular or community activities;
- ✓ maintained at least an average of B, especially in English and their major(s) from the previous institution
- ✓ good moral standings;
- ✓ worked in a recognized and accepted profession thus having sufficient experience to warrant acceptance into a program

NOTE: Persons not enrolled in formal schooling within the past four (4) years or more, may be required to attend Pre-College Courses.

TRANSFER OF CREDITS

Students who have attended another recognized tertiary level institution within the last four years may apply for credits to be transferred to Independence Junior College. Such students must meet our requirements and ensure that their official transcript is received within the given deadline for application for admission.

Transfer of credits applies only to courses in which a C or a higher grade was achieved. A maximum of thirty-three (33) credits is accepted towards an Associate Degree.

ORIENTATION

All students are expected to participate in an orientation program at the beginning of the academic year at Independence Junior College. January intakes will be expected to attend an orientation at the start of their first semester.

During this program, the student will be introduced to a wide range of academic and extracurricular opportunities through which they will be able to make their stay at Independence Junior College a happy and fruitful experience.

New students will meet teaching staff, advisors and their second year colleagues.

ASSEMBLY

The assembly period is the period where the student will be given the privilege to know the general information of the institution via promotion, announcements and presentations from members of the institution and the public. It is compulsory that each member of the institution, "IJC" attend.

Note: Students are required to keep record of their assembly attendance in their student handbook; failure to do so will result in additional institutional service hours being assigned to the student.

FINANCIAL INFORMATION

TUITION AND FEES

- ✓ **Tuition and fees per semester are as follows: (Fees are non-refundable)**

Registration Fee	99.00 (every semester)
Late Registration Fee	30.00 (every semester)
Student Government/Activity Fee	10.00 (every semester)
Insurance Fee	25.00 (per year)
Student Handbook	30.00 (per year)
Year Book	35.00 (once a year)
Internship Booklet	20.00
Identification Card	10.00 (once a year)
Maintenance	25.00 (every semester)
ATLIB	7.00 (once a year)
Computer Science Fee	25.00 (CMPS students only)
Computer Lab User Fee	75.00 (every semester)
Laboratory Fee	100.00 (per Lab- BIO & CHM students only)
NRM Trip Fee	75.00 (NRM classes only, and subject to change)
Biology Trip Fee	75.00 (BIO students only)
Customer Service Trip Fee	75.00 (THM 204 students only)
Economics Field Trip Fee	75.00 (ECON Majors only)
Food and Beverage Fees	75.00 (ABMT and ATHM Majors only)
Marketing Project Fee	75.00 (AGRIB and Business Students)
History Trip Fee	75.00 (HIST101 students only)
Agribusiness Trip Fee	75.00 (Agribusiness students only)
Business Management Trip Fee	75.00 (students enrolled in the MGT 101 only)
THM 101- Intro to Tourism Trip Fee	75.00 (Tourism Students only)
Seminar Fee (First-Aid Training)	50.00(subject to change)
School T- Shirt	25.00 (once a year)
Programme Completion Fee	240.00 (graduates)
Internship Fee	90.00
Independent Study Fee	300.00 (per course)

- ✓ **Tuition is \$30.00 per credit hour for part-time & full-time students. Tuition is payable on date of registration.**
- The Science Laboratory fee applies to Biology, Natural Resource Management and Agribusiness Majors. This fee is charged each semester.
 - Computer Lab User fee applies to all students irrespective of program of studies and is charged each semester. Students who sign up for a course in Information Technology/ QuickBooks are required to pay an additional lab fee for such a course.
 - The NRM, Agribusiness, Marketing, History, BIO, ECON and THM 204 field trip fees apply to students enrolled in these courses.
 - Food and Beverage Lab fees applies to Tourism and Business Management and Tourism Majors only
- ✓ **Students who have pre-registered for a course must return to the office during registration week/period to officially register for the semester.**

FEES ARE SUBJECT TO CHANGE BY MANAGING AUTHORITY

Tuition is refundable only upon written application to the Admissions Office. The proportion of the tuition refundable is calculated on the following basis and depends on official withdrawal of the student from the college.

<u>Date of withdrawal</u>	<u>Proportion refundable</u>
✓ Before classes begin	90%
✓ During the first two weeks Of classes	80%
✓ During the third and fourth Weeks of classes	60%
✓ Thereafter	None

ACADEMIC POLICIES & PROCEDURES

DROP/ADD

Students may add or drop a course by **Thursday** of the **FIRST** week of classes. An official drop/add form **must** be completed and returned to their Academic Advisor before the end of the drop/add period. If a student sits a course without registering for it or adding within drop/add period there will be no grade recorded for that student. Failure to officially drop/add a course will result in a grade “F” for that course or no grade being recorded.

DURATION OF STUDIES

Students have six years from the time they begin in which to complete an Associate degree. If a student does not complete their program within the time given, then that student will be required to complete the most recently updated program. If a student wishes to resume his/her studies after they have formally/informally withdrawn from the school, after two (2) consecutive semesters, must reapply to the Institution. *(Please refer to withdrawal policy)*

TRANSIENT STUDENT POLICY

For the purpose of self-enrichment, members of the public not enrolled at the Independence Junior College may take courses as transient students. Transient students can enroll for a maximum of nine credits per semester. Transient students can enroll into any course for which they have the required prerequisites, or otherwise with the approval of the Dean. Transient students must pay the institution’s full registration fees and pay a tuition rate of \$60.00 per credit hour. Transient students cannot vote in student government elections. Registration of transient students is dependent on space availability. Transient students are required to comply with all policies of the institution. In no way should the transient status be interpreted as admission into an IJC program.

EVALUATION

Examinations may be given at mid-semester and at the end of each semester of the academic year. Examinations and other evaluations are given during the semester at times specified by the schedule. End of semester exams are 20-30 % of the student’s grade.

THE GRADING SYSTEM

Description	Letter	Range	Quality
Excellence	A	100-95	4.00
	A-	94 - 90	3.75
Exceeds Professional Standards	B+	89 - 85	3.50
	B	84 - 80	3.00
Professional Standards	C+	79 - 75	2.50
	C	74 - 70	2.00
Failure	D+	69 - 65	1.50
	D	64 - 60	1.00
Failure	F	59 - 0	0.00

LETTER GRADE KEY

A- To A:	Work of the highest quality. Students have mastered nearly all to all of the course material.
B to B+:	Work of high quality. Students have mastered most of the course material.
C to C+:	Work of acceptable quality. Students have mastered the majority of the course material.
D to D+:	Work of barely acceptable quality. Students have mastered some of the course material.
F:	Work of unacceptable quality. Students have mastered little of the course material.
I:	Incomplete
W:	Withdrawn after the drop/add deadline but before the deadline for unqualified withdrawal.
WP:	Withdrawn while passing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
WF:	Withdrawn while failing after deadline for unqualified withdrawal. These courses have no impact on students' grade point averages.
P/F:	Pass/Fail. A "P" grade is given for work of acceptable quality in these classes. An "F" grade in one of these courses means that the course must be repeated. P/F grades have no quality points associated with them and as such do not affect students' G.P.A.s.
NR:	"Not Reported" This code means that no grade has been reported to the records office by the lecturer at, time of printing the semester grade report.

GRADE POINT AVERAGE

The grade point average or G.P.A. as it is commonly known is the numerical representation of students' accumulated academic performance at the Junior College. Each Letter grade has a numerical equivalence as detailed in the Junior College grade scheme. At the end of the semester, the Records Office calculates the GPA as per example below.

GRADE	CREDIT	QUALITY WEIGHTING	TOTAL QUALITY POINTS
A	3	4.00	12
A-	3	3.75	11.25
B+	3	3.50	10.5
B	3	3.00	9
C+	3	2.50	7.5
C	3	2.00	6
D+	3	1.50	4.5
Total	21	-	60.75

$$\text{GPA} = 60.75/21 = 2.892 = 2.89$$

- The Junior College rounds off G.P.A. to two decimal points so that student's grade report would show a G.P.A. of 2.89 for the grades shown.

ABACUS SYSTEM

Independence Junior College uses the Abacus Grading System to record students' grades and attendance. Students are allowed to access the system throughout the course of semester to view grades, attendance and track their progress in the classes for which they are registered. To access the system students are advised to meet with their Academic Advisors for further information on how to log-on to the system. The system can be accessed at <https://ijc.abacus.bz>

GRADE REPORTS

Students are advised to meet with their Academic Advisor at Mid-semester to discuss their academic progress. Grade reports are made available to students at the end of each semester. In the case where the student wishes a third party to receive his/her grade report, written authorization from the student is required.

GRADE APPEAL

Students are advised to consult with their subject teachers to discuss concerns about their performance in a subject. If he/she is not satisfied with the outcome of the consultation with the teacher, then a student may submit a formal request for a grade appeal to the Assistant Dean.

A student who wishes to appeal a grade received in a subject must submit a Grade Appeal form to the Assistant Dean within five (5) school days of grade reports being issued to students. The Assistant Dean will then gather all relevant information and convey the information to the Grade Appeal Committee.

The committee will consult with the teacher and, if necessary, the student may be asked to present his/her case in person to the committee. The committee will deliberate and submit their decision to both the teacher and the student within ten (10) school days upon receipt of materials from the Assistant Dean. ***The process will be documented and placed in the student's file. The decision of the Grade Appeal Committee is final.***

The Grade Appeal Committee is comprised of: Dean, the Head of Department (dependent on student program) and two other teachers.

TRANSCRIPTS

Transcripts are issued by the Administrative Assistant, and must be ordered at least a week in advance. Official transcripts bear the seal of the College and are sent to the college or university of choice. A transcript is issued upon the payment of a \$10.00 fee for the first one and \$7.00 for each additional copy ordered at the same time. **All** school requirements (financial obligations, community service etc.) to the Junior College must be cleared before a transcript is released. Upon graduation, each graduate is provided with a free transcript.

DEAN'S LIST

At the end of each semester, a Dean's List is published in recognition of outstanding students who have completed at least 15 credit hours, and have a semester **GPA** of 3.0 or higher with no grade below **C** for that semester. Prospective graduates who for the duration of their studies attain a cumulative average of B or more will be given a distinction during the graduation exercise as follows:

^ First Honors: will be granted to prospective graduates who attain a cumulative grade point average of 3.75 or higher (**Green cord**)

^ Second Honors: will be granted to prospective graduates who attain a cumulative grade point average of at least 3.50, but less than 3.75 (**White cord**)

^ Third Honors: will be granted to prospective graduates who attain a cumulative grade point average of at least 3.00 but less than 3.50. (**Yellow cord**)

Note: The top student from each program will also be recognized during the graduation ceremony.

GRADUATION APPLICATION

During the semester prior to their expected completion, students must review their program record with their advisor and apply for graduation by mid-semester. Graduation application forms will be available at the Administration Office.

GRADUATION REQUIREMENTS

A student shall qualify for an Associate degree only if he/she has satisfied each of the following requirements:

- ✓ Submitted a completed Graduation Application Form on or before the first Friday, after the Easter Break, to the Office of the Assistant Dean. (*Failure to apply during this period will result in the student not being able to participate in the graduation ceremony*).
- ✓ Earned a grade of at least 'C' in each of his/her courses; has an overall (cumulative) GPA of at least 2.00 on all courses
- ✓ Fulfilled specialized program credit requirements
- ✓ Fulfilled all other obligations to the college prior to established deadlines
- ✓ Paid the appropriate graduation fee
- ✓ Completed at least 30 hours of community service prior to the final semester (*applies to full-time students*)
- ✓ Completed at least 50 hours of community service prior to the final semester (*applies to part-time students*)
- ✓ Completed 30 hours of seminar sessions
- ✓ Completed two hours of institutional service per year
- ✓ Completed required **8** assembly hours

Note:

1. The **TOP 3 STUDENTS** for the graduation ceremony will be those students who **(1)** have earned the highest cumulative GPA during the expected period of study at IJC (2 years Day Division or 2.5 years Evening Division) **(2)** have not transferred any credit from any other tertiary institution and **(3)** have not repeated any course.
2. Community service and institutional service forms must be completed and submitted with the graduation application form.
3. Community Service activities will be organized for students twice a month on Fridays.
4. Students with one or more subjects pending will not be allowed to participate in the graduation exercise.
5. Graduation practices are Mandatory. There will be 2 scheduled practices (Wednesday & Friday) in the week leading up to the graduation date. Students who wish to participate in the graduation ceremony **MUST** attend both practices.
6. Students who qualify for graduation/completion in SUMMER 1, must apply for graduation/ completion by the end of third week of SUMMER 1 classes. Associate Degrees for students who apply in Summer 1, will be distributed on the last Friday in July.
7. The student has the **FINAL RESPONSIBILITY** of fulfilling the academic requirements set forth in this catalogue.

GOOD ACADEMIC STANDING

To be in good academic standing, students are required to maintain a cumulative grade point average of 2.00 and must have a minimum grade of “C” in each course. This is the Junior College’s indication that a student is mastering the majority of his/her course work and is performing at an acceptable standard.

ACADEMIC PROBATION

Students, whose cumulative grade point average (GPA) fall below 2.0 or good academic standing, are placed on academic probation. Students on academic probation are required to reduce their course load to a maximum of **12 credits** for full time students and 3 credits for part time students. To increase their cumulative grade point average, students are expected to repeat failed courses. Students on academic probation who fail to restore their cumulative grade point average to 2.0 within two consecutive semesters may be asked to withdraw from the Junior College.

Students are encouraged to contact lecturers of respective subject areas to get assistance in identifying and overcoming problems contributing to their low academic performance.

WITHDRAWAL

Students who intend to withdraw from school should fill out and submit a Withdrawal Form to the Office. Students are still liable for all outstanding balances due to the school. If a student wishes to resume his/her studies after they have formally/informally withdrawn from the school, after one academic year, must reapply to the Institution.

A student may apply for temporary withdrawal (two [2] consecutive semesters) through the Office in the event of an extenuating circumstance such as pregnancy, death in the immediate family, or illness. In the event that programs have been reviewed/alterd during their absence, returning students will have to adhere to the new program outlines. Acceptance will be dependent upon space availability, conduct and financial standing.

All extenuating circumstances must be documented. Upon the student’s return the student must follow the normal registration procedures. In the event that programs have been altered during their absence, returning students will have to adhere to the new programs.

If a student withdraws/drop outs without proper documentation, upon a desire to return the student must reapply. Acceptance will be dependent upon space availability, conduct and financial standing.

NOTE: It is important that students understand that if they stop attending classes, this does not necessarily mean that they have withdrawn. This may suggest that at the end of the semester they will receive a course grade of “F,” since they have not completed the required course work. Students are allowed to withdraw from a course, up until the Friday of the 12th week, and will receive a WP/WF on their semester report. Appropriate academic policies will be enforced.

REPETITION OF COURSES

Any subject for which a grade of “D+” or lower is received must be repeated. In such a case, the original grade remains on the student’s permanent record but the higher grade is used to compute the student’s cumulative grade point average.

INCOMPLETE GRADE

A grade of incomplete is assigned at the discretion of the lecturer, after consultation with the Dean, for work not completed because of serious interruption not caused by the student’s own negligence. **It is the responsibility of the student to contact the Dean or Assistant Dean immediately requesting an incomplete grade.** An incomplete grade must be changed by the time indicated on the Academic Calendar.

KEY ASSESSMENTS/ EXAMINATIONS

Dates of Key Assessments/Examinations will be provided by instructors in course outlines. Written examinations will be given at the end of semester except in cases where an instructor deems a written exam impractical and for which the Dean has given approval to exempt the examination. Students not present for an exam will automatically receive an “F” on said exam.

ATTENDANCE

Class attendance is regarded as an obligation as well as a privilege and all students are expected to attend all classes in which they are enrolled regularly and punctually. Failure to do so will jeopardize the student’s scholastic standing. **The equivalent of one-week unexcused absence from a particular course, whether consecutive or not, shall be deemed as grounds for dropping the student from the course and/or the equivalent of two weeks excused absence from a particular course, whether consecutive or not, shall be deemed as grounds for dropping the student from the course after consultation with the Lecturer and Dean.**

SPECIAL LEAVE

Students are advised that request for special leave **MUST** be submitted to the Dean prior to the first date of the leave. Failure to officially request permission from Dean may result in the matter being taken to the Academic Committee for review, and may result in possible disciplinary action.

MAKE-UP OF ASSESSMENT

Students must inform teacher/administration of their absence prior to and/or during the period of absence. No student will be able to sit missed assessments without a valid written excuse. Arrangements to make up missed assessments must be made immediately upon return to class.

SEMINAR SESSIONS

Students are expected to complete 30 hours of seminar sessions over the course of two years. These sessions have been incorporated into our programs so as to provide additional life skills knowledge to our students, which we believe are necessary in holistically preparing our students for life.

COMMUNITY SERVICE

Students must complete a minimum of 15 hours of community service per year, while attending Independence Junior College. Students are advised to seek the assistance of the Community Service Coordinators, who should be able to guide them in identifying meaningful community service activities. Students are encouraged to work with churches, schools and other NGO's in their own community. Community Service forms may be picked up from the Administrative Office. Forms must be updated after each service has been performed. **Completed forms must be submitted to Community Service Coordinators along with Graduation Application package.**

INSTITUTIONAL SERVICE

Institutional service allows students to give back to their school in numerous ways. Students are expected to complete two hours of institutional service per year at the Independence Junior College. Institutional service activities include, but are not limited to, participating in on-campus tutoring/ mentoring programs, volunteering to help organize school events, participating in various after-school programs, and participating in school beautification projects. Students are advised to seek the assistance of the Assistant Dean, who is responsible to the assign tasks to be completed by students. Failure to attend assembly during the semester will result in additional institutional service hours.

Note: Performing SG duties and practicing for athletic teams and music groups, are not considered institutional service.

LATENESS

A student who arrives late within fifteen minutes of the class will be allowed in class. Students are advised that such a grace period could be forfeited if this becomes a pattern. Two late arrivals after 15 minutes equal one absence.

IJC DISABILITY CLAUSE

Independence Junior college (IJC) recognizes that accessible and inclusive provision is a core element of the overall service which this tertiary institution seeks to provide. We are committed to the social model of disability, to removing barriers to access and to providing an inclusive and equitable learning environment that fosters tertiary experience of the highest quality for all students.

STUDENT CLASSIFICATION

A credit or semester hour represents one session of class work or one laboratory session per week for a semester (Semester 1=15 weeks/Semester 2=16 weeks), together with the necessary out-of-class preparation.

A student's classification is determined upon registration and again at the end of each semester according to the number of credit hours earned. A student is classified as a freshman if he/she has earned fewer than 36 credit hours and a sophomore if he/she has earned more than 36 credit hours including the major(s). The student must have passed the major(s) with a grade of C or above.

***Full time students must take a minimum of 15 credit hours per semester.**

OVERLOAD

Students with a cumulative GPA of 3.5 or above may be allowed to enroll in up to 24 credit hours (8 courses) of academic work per semester upon the recommendation of their academic advisor and the approval of the Dean. (also see challenge policy)

INDEPENDENT STUDY

A student may be allowed to take an Independent Study if the following conditions are met:

- I. The course is a subject that would prevent the student from completing his/her program sequence
- II. The course is not being offered at the present semester
- III. Student has a cumulative GPA of 2.5 or above
- IV. Student must sign an Independent Study contract with the instructor, clearly stipulating meeting sessions and other course requirements.

Note: A maximum of 2 courses can be done from a sequence of courses.

INTERNSHIP

Internship is designed to promote opportunities for students to earn credits and field experiences. Interns must apply skills acquired and developed through their program in meaningful "real world" job experiences. Through these experiences, students receive training needed to get a jump-start on their careers. Internships are completed over a 4-week period equivalent to 160 hours (*accordance with labour laws of Belize*) within third or fourth semester.

STUDENT AWARDS

All awards are distributed during the annual graduation ceremony

1. Student of the Year Award - Awardee is chosen based on his/her overall performance as a student in relation to Academic Excellence, Leadership and Initiative, Character & Behavior and Community Involvement.

Rubric for Student of the Year Award		
Category	Description	Score Range
Academic excellence	High grades and consistent academic performance; active engagement in learning; ability to overcome learning difficulties.	1-10
Leadership and Initiative	Demonstrate effective leadership skills while participating in school activities; ability to take initiative and responsibility while engaging in school activities.	1-10
Character & Behavior	Positive attitude towards learning and willingness to accept feedback; respect for teachers, peers, and school rules; exhibiting good moral character.	1-5
Community Involvement	Active participation in community service & volunteering; contribution to local community; demonstrates empathy and compassion towards others.	1-5

2. Male & Female Athletic Awards- Awardee is chosen based on his/her demonstration of excellent athletic abilities over the course of the school year.
3. Academic Award- A graduand from each programme is recognized for outstanding academic performance, and for receiving the highest cumulative GPA in his/her programme.

RULES, REGULATIONS & GUIDELINES

The Independence Junior College is guided by the hand book of policies for Secondary Schools for 2000, revised 2010.

GENERAL GUIDELINES

1. Students are expected to be in class on time.
2. All assignments are due on the date assigned by the instructor (*Please refer to Make-up Assessment guideline*)
3. If an instructor is not present at the beginning of class, students should report it to the office after waiting at least fifteen minutes.
4. Cell phones must be placed on vibrate and be put away at all times during the class session.
5. Students will be expected to adopt a dress code which is compatible with modesty and good taste while on campus. No slippers allowed. Students are required to wear shirts/ blouses with **sleeves**. Clothing which shows skin in the navel area, back area, cleavage/chest, and **skin above the knees is not permitted**. Caps and sunglasses are only to be worn outside of class.
 - **Note: Students who do not comply with IJC's dress code, will be asked to go and change into modest dress code before entering the campus or class.**
6. No inappropriate public display of affection. (Kissing, petting, fondling or any form of sexual intercourse, etc.)
7. Politically associated and obscene attire is not to be worn on campus.
8. Male students are not allowed to wear earrings or facial jewelry while on campus.
9. Females are allowed to wear one pair of earrings only, and no facial jewelry.
10. Students are expected to adhere to proper hygiene and grooming etiquette while on campus.
11. Students are expected to conduct themselves at all times in a manner that reflects their commitment to a life of excellence and responsibility.

RULES/REGULATIONS

12. The Independence Junior College fully subscribes to the Criminal Code of Belize and The Board of Governors reserves the right to dismiss any student who engages in what the Board may deem as inappropriate and unacceptable behavior.
13. Meetings or business involving Junior College students and which pertain to the College are NOT to be carried out without permission from the Dean or Assistant Dean.
14. The college expects of its students a high degree of integrity in all phases of school life, but especially where a student evaluation is concerned. Any student caught cheating in any test or examination will receive an “F” for the course and may be expelled from the college.

15. STEALING AND LOST ITEMS

a. Students who are caught stealing or handling stolen goods:

- (a) On first offence will be suspended (3-5 days) and will be referred to the counselor.
- (b) On second offence the student will be referred to the Disciplinary Committee and may be asked to withdraw. (**Note: Disciplinary committee is made up of: Dean, Assistant Dean, the Head of the Programme of the individual against whom action is being taken and/or 2 other Heads of Programme/Committee**).

b. Any lost and found article(s) should be turned in to the office. Any missing property, which may have been stolen, should be reported to the Administration.

c. Students are advised not to bring expensive jewelry, equipment or large sums of money to school. Each student is responsible for the care of his/her personal belongings. Neither the course teacher nor the school will take responsibility for any lost items or lost money.

16. DRUG USAGE

The school recognizes the hardship created by drugs and alcohol at the individual and community levels. In so doing we unite to provide a drug free environment, safe for student growth and learning.

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus school event. In accordance with this we will maintain a NO TOLERANCE policy toward drug and alcohol use.

17. CIGARETTES

Students are not allowed to smoke on campus during regular class time. The following applies if caught smoking or in possession of cigarettes:

- On the first offence the student will be encouraged to attend counseling sessions with academic advisor or counselor at the school.
- On second offence the act will be documented and student will be encouraged to attend counseling.
- On third offense the student will be referred to the disciplinary committee and may result in a suspension or the student may be asked to withdraw. If the student withdraws from school he/she must seek professional help. The student may be allowed to return to school on the following school year if he/she desists from the habit.

18. ALCOHOL

- a. Students are not allowed to be intoxicated or drink alcoholic beverages on campus or other events specified by management.
- b. Students caught consuming/aiding/abetting or in possession of alcohol on campus will be referred immediately to the Disciplinary Committee and may be suspended during the investigation of the violation and deliberation. (Maximum of 5 days)
The student will be encouraged to attend counseling sessions in school or to an outside agency.
- c. On second offence the act will be documented and student will be encouraged to attend counseling and it may also lead to a recommendation for expulsion
- d. On third offence, the student will be referred back to the Disciplinary Committee and the student may be asked to withdraw from school and to seek professional help. The student may be allowed to return on the completion of his rehabilitation the following school year.

19. ILLICIT DRUGS

Illicit Drugs refers to marijuana, crack, cocaine, heroin, methamphetamine, ecstasy, etc or any other un-prescribed drug.

- a. Students at no time should possess, aid and abet and/or use illegal drugs such as crack cocaine, marijuana, heroin, morphine, ecstasy or any other un-prescribed drugs on campus. This may warrant recommendation for expulsion and will be reported to the proper authorities.
- b. Any student who is found in possession of or under the influence of any illicit drugs shall

be suspended from school for five school days. The Student may also be referred to the Disciplinary Committee and may be asked to withdraw to seek rehabilitation. The matter will also be reported to the Police Department.

NOTE:

- *Should a family refuse the recommended professional treatment the matter will be referred to the Disciplinary Committee and may result in the student being asked to withdraw from school and or a recommendation for dismissal/expulsion.*
- *All student search will be done in the presence of, and with the assistance of a police officer, school administrator and security representative.*

20. ANTI BULLYING, CYBERBULLYING & SEXUAL HARRASSMENT

All staff, pupils and parents should be aware of the negative effects that bullying (including cyberbullying) and sexual harassment can have on individuals and the school in general, and should work towards ensuring that students can work in an environment without fear.

Bullying (including cyberbullying) and sexual harassment is unacceptable in this school and will NOT be tolerated.

We therefore take a strong stance against bullying and sexual harassment of any type, since it indicates a lack of appreciation for the feelings of others. Bullying and sexual harassment can cause deep distress, to the extent of victims refusing to attend school or even in extreme cases attempting to committing suicide.

Bullying (including cyberbullying) and sexual harassment is behavior by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Four main types of bullying and sexual harassment may be identified: Physical, Verbal, Emotional and Cyber.

A student who violates this policy (after various intervention procedures followed by teachers) shall be subject to the following disciplinary procedures:

FIRST OFFENSE - Documented warning by Dean and parent/guardian notification for students under the age of 18.

SECOND OFFENSE - Documented warning by Dean and parent/guardian notification for students under the age of 18, loss of school privileges, counseling by the school counselor

THIRD OFFENSE/REPEATED OFFENSE - Immediate referral to the Disciplinary Committee for deliberation and decision. Repeated Offense will be submitted to the disciplinary committee for FINAL recommendation. The Disciplinary committee may ask for the student to withdraw or recommend dismissal/expulsion.

EXTREME OFFENSE: Documented warning by Dean and Parent/guardian conference (for students below the age of 18) and **DIRECT** referral to the disciplinary committee for **FINAL** recommendation. The Disciplinary committee may ask for the student to withdraw or recommend dismissal/expulsion.

21. GROSS MISCONDUCT

The following offenses are considered very serious and will be dealt with accordingly by the administration. It is also at the discretion of the Administration to forward the cases to the proper Authorities. In the case of police intervention, the matter becomes a criminal proceeding and is therefore out of the jurisdiction of the school. During the period of police investigation, the student will be excluded from school until the investigation is completed.

First time offenders may be dealt with internally by the school's administration. The following are matters that may be referred to the parent or police.

1. Any form of bullying.
2. Use of/possession/knowledge of or dealing in drugs.
2. Drunkenness, possession, knowledge or alcohol consumption
3. Possessing and using dangerous weapons.
4. Vandalism and theft: willful damage/destruction or stealing of other people's property.
5. Truancy: Missing school without parental knowledge and consent.
6. Sexual Harassment
7. Sexual assault
8. Aggravated Assault
9. Harm

Students are not allowed to break the Laws of Belize. If they are found guilty by the court, they may face expulsion.

22. SCHOOL TRIPS

End of year class trips:

- i. May be considered for an overnight depending on itinerary of events.
- ii. An administrator/HOD must accompany all trips.
- iii. There should be 1 teacher for every 15 students.

Educational Trips:

- i. May be considered for an overnight depending on itinerary of events which must be related to the subject curriculum.
- ii. An administrator/HOD must accompany the trip
- iii. If students are taken in the vicinity of water, a certified lifeguard, and a first aid responder must accompany the trip.
- iv. There should be 1 teacher for every 15 students, except in the case of aquatic trips there should be 1 teacher for every 8 students.

Sports related trips:

- i. Only students who are players may go on an overnight sporting trip.
- ii. One teacher to every 15 students must accompany the players.
- iii. An administrator and a first aid responder must accompany the trip

Note: An administrator MUST accompany all overnight trips.

GRIEVANCE PROCEDURES

A student/parent has the right to lodge a grievance against a fellow student and/or member of staff/faculty/institution. The grievance must be submitted as a formal written grievance to the Assistant Dean. The Assistant Dean will then collect all relevant information within 10 school days for submission to the Grievance Committee. The Grievance Committee through the Office of Assistant Dean will inform the person of proceedings to be initiated against them within 10 school days upon receipt of material from the Office of the Assistant Dean. The individual may be required to meet the Grievance Committee to defend himself/herself and is entitled to a **minimum of one** witness to speak on his/her behalf. The Grievance Committee will deliberate and the decision will be conveyed to the individual within 5 school days after the person has been informed about the initiation of Grievance action proceedings. The proceedings will be documented and placed on the individual's file. The **Grievance Committee** is comprised of:

- The Dean
- The Head of the Programme of the individual against whom action is being taken
- 1 other member of the Senior Management Team
- The Staff Representative

Note: If a member of the committee is being accuse he/she will be removed from that particular case.

The decisions of the Grievance/Disciplinary Committee may be appealed to the Board of Management via submission of a formal request to the Secretary of the Board of Management.

STUDENT SERVICES

RESOURCE CENTER

Independence Junior College's Resource Center houses a wide collection of electronic books, journals, magazines and is equipped with computers and internet access for research purposes. The established opening hours for the library is Monday- Thursday 9:00am-5pm and Friday 9:00am- 4:00pm.

Note: ***School shirts must be picked up within an academic school year. Shirts will not be available after this one-year period.***

BOOKSTORE

Any course required text shall be available at the Resource Center to be rented or purchased. Rented texts are to be returned during exam week; failure to do so will incur a late fee. Students will be charged full cost of book for each unreturned or damaged textbook.

ACADEMIC ADVISING/COUNSELING

Each academic department has its own counseling services to which any student in the department can avail him/herself. Furthermore, each student shall be assigned a program advisor who will be available to provide continuing guidance and support to the student.

Academic advising at the Junior College is intended to help the student stay on track in the program in which they have been admitted and provide ongoing help in the transition from secondary school to Junior College. Students entering IJC have been encouraged to study the academic programs to which they have been admitted. Official academic advising will begin during Orientation (normally before the start of classes), when students are assigned to advisors who explain the details of the program of study, course sequences, and registration procedures.

First year students are assigned an advisor, normally a faculty member from within the program to which he/she has been admitted. The advisor will help students select courses each semester that will lead to the students' fulfilling all the requirements for the Associate Degree in their chosen program for graduation.

Students are expected to confer with their advisors regularly during the semester. Mid- semester reports are distributed via the academic advisors, which gives the advisor an opportunity to discuss the student's academic performance and any problems the student may be having. Advisors have access to student's academic records in the registrar's office and are expected to keep close watch over the advisee's progress, to assist them in making prudent judgments, and to recommend measures e.g. adjustment in their course load and course

selection which will help them successfully complete their academic program. In some cases, if a student is not performing satisfactorily in his/her program of studies, an advisor may recommend a change in major to the Dean. **At the time of registration, the student's advisor must** approve the student's semester course selections, by signing the registration form.

Note: Although advisors assist in drawing up class schedules and checking for completion of General Core, Professional and Support Core/Electives (if applicable) requirements, it is the student who has the FINAL RESPONSIBILITY of fulfilling the academic requirements set forth in this catalogue and elsewhere in the college publications and notices.

HOUSES

Students are divided into Red, Yellow, Green and Blue Houses for intramural sports. All students are expected to partake in sporting activities. **There will be one sports' day per semester to decide who will be the house champions for that year. The reigning house for 2024-2025 is the GREEN house.**

STUDENT GOVERNMENT

The student government is responsible for shaping much of the student experience at the institution. This highly active and visible organization serves the entire student body by sponsoring and organizing activities that enhance student life on/off campus. The six-member team is elected on an annual basis, at the start of the academic year.

ASSOCIATE DEGREE PROGRAMMES

The catalogue introduces our Business & Social Science and Arts & Science programs and details both the General & Professional Core Requirements and possible electives of each major offered at the junior college. Additionally, the **course sequences** show the period and order in which the student is expected to take his/her required courses, so as to facilitate for a smoother transition from one semester to the next.

❖ **DEGREES OFFERED IN BUSINESS & SOCIAL SCIENCE**

1. **ABMGT** – Associate Degree in Business Management
2. **ABMA** – Associate Degree in Business Management w/ concentration in Accounting
3. **ABME** – Associate Degree in Business Management w/ concentration in Economics
4. **ATHM**- Associate Degree in Tourism

❖ **DEGREES OFFERED IN ARTS & SCIENCE**

1. **AAGRI** - Associate Degree in Agriculture
2. **ABIO** – Associate Degree in Biology
3. **AMTH** – Associate Degree in Mathematics
4. **ANRM** – Associate Degree in Natural Resource Management
5. **AINT** – Associate Degree in Information Technology

CERTIFICATES ARE OFFERED IN ALL PROGRAMMES

Should any student/individual choose to do a course or group of courses at the institution he/she must successfully complete all the course requirements to be awarded a certificate.

GENERAL CORE REQUIREMENTS, ELECTIVES & PRE-COLLEGE

To qualify for an Associate Degree, students must satisfactorily complete their **General Core, Support Core and Professional Core Requirements**.

The student may also choose to take courses offered at the college which are not in his/her major area of study as long as he/she satisfies the course pre-requisites. These are known as **electives or support core**, and serves to broaden the education of the student and also to increase the number of credit hours he/she attains.

- *Non-Programme Elective* refers to any course other than those stated in a student's specific course's general or professional core requirements.
- *Social Science Elective* refers to the courses such as Sociology and Philosophy or Psychology.
- *Natural Science Elective* refers to an introductory science course (AGRIB, BIO, CHEM, and NRM).

Pre-College English and **Pre-College Math** are offered in the summer prior to commencement of classes for year one. Students who performed poorly in subjects indicated on the ATLIB Placement Test will be required to sit these courses before taking any higher level of English or Mathematics at the Junior College.

Chemistry 100, Biology 100, Accounting 100 and Computer 100 are offered in the summer prior to commencement of classes for year one students who have not taken these courses at the high school level.

COURSE CHALLENGE

Students may choose to challenge **ACC 100, BIO 100, CHEM 100, CMPS 100, CMPS 101 and SPAN 102** by sitting a placement exam, whereby they are required to gain a score of C or above. **Challenge courses are not included in the overload policy.**

PRE-REQUISITES

When a student enters the College, he/she should be academically capable of completing the courses that he/she undertakes. There are set pre-requisites for some courses. The pre-requisites are academic qualifications that the student must have before he/she can embark on a course.

Students enrolling in Agribusiness, Biology and Natural Resource Management Programs who have not taken or have failed CHEMISTRY and/or BIOLOGY are required to take CHM 100/BIO 100.

Students who have not taken Information Technology at the high school level are required to take CMPS 100.

Students enrolling in Business and Agribusiness Programs who have not taken or have failed ACCOUNTING at the high school level will be required to take ACC 100.

PRIOR LEARNING ASSESSMENT

Refers to a process of awarding academic credit for prior learning. This process involves assessing the learning and workforce skills a student has acquired through life and employment experience by way of a diagnostic test. Additional assessments will be performed using a variety of tools such as a portfolio-based review, work place review or internally or externally developed examinations. If the Junior College determines the student's knowledge to be equivalent to college-level learning, the student may be awarded academic credits.

OUR BUSINESS & SOCIAL SCIENCE PROGRAM

Mission Statement

Independence Junior Business Department provides students from diverse academic and socioeconomic backgrounds with an education that helps them to become business professionals and leaders who are ethical, entrepreneurial, productive, and prepared to succeed in the local as well as the global economy. The Department seeks to achieve excellence in the field of ***Business Management, Accounting, Economics and Tourism***, through quality teaching, research, service, embracing technology and engagement with the business community.

Vision

Independence Junior College Business Department strives to be the best business department of choice for students, faculty and organizations in our region by empowering students from diverse backgrounds to reach their full potential. We seek to provide our students with a sound business education which will provide them with the skills and knowledge necessary to distinguishing them as inspired leaders in their work organizations and in their communities.

Goals

- Provide students with the principles, techniques and knowledge necessary to cope with the changing business environment.
- Produce well-educated graduates who are prepared for careers in business, and who have demonstrated a mastery of the learning goals outlined for the Business Management, Accounting, Economics and Tourism programs.
- Devoted to excellence in teaching, and will encourage and reward excellence in teaching and providing effective instructional resources.
- Establish and maintain a curriculum that is innovative and responsive to the needs of the global business.
- Provide facilities and technology that are necessary to support effective teaching strategies.

1. ABMGT: BUSINESS MANAGEMENT – 80 Credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
CMPS 201: Computer Bus Application	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
PSYC 101: Intro to Philosophy	3	
SOC 101: Sociology	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 101: Intermediate Algebra	3	
ENT 100: Entrepreneurship	3	36

Professional Core Requirements	Credits	Total
MGT 205: Internship	4	
ACC -QB Accounting Software Application	1	
ACC 101: Financial Accounting I	3	
ACC 102: Financial Accounting II	3	
BCOM 201: Business Communication	3	
BLAW 201: Business Law	3	
BSTAT 102: Business Statistics	3	
BUETH 201: Business Ethics	3	
ECON 100: Introduction to Economics	3	
FIN 201: Principles of Finance	3	
MGT 101: Applied Management	3	
MGT 201: Principles of Marketing	3	
MGT 203: Productions and Operations Mgmt.	3	
MGT 204: Human Resource Management	3	41

Support Core Requirements (Electives)	Credits	Total
Natural Science Elective	3	3

ASSOCIATE DEGREE IN BUSINESS MANAGEMENT 2025-2026

PRE-REQUISITES	Course	CREDIT	GRADE	STATUS
	ENG 100 Pre College English			
	MTH 100 Pre College Math			
	ACC 100 Remedial Accounting			
Semester 1				
	ENG 101 College English			
	CMPS 101 Introduction to Computers			
	MTH 101 Intermediate Algebra			
	ACC 101 Financial Accounting 1			
	RCH 101 Research Methods			
	ECON 100 Introduction to Economics			
	MGT 101 Applied Management			
Semester 2				
	ENG 102 College English II			
	BSTAT 102 Business Statistics 1			
	ACC 102 Financial Accounting II			
	SOC 101 Intro To Sociology			
	NRM 101 Env't Conservation			
	PHIL101 Intro To Philosophy			
Semester 3				
	BLAW 201 Business Law			
	CMPS 201 Business Computer Applications			
	MGT 201 Principles of Marketing			
	FIN 201 Principles of Finance			
	BCOM 201 Business Communication			
	ACC-QB Act Software Application			
Semester 4				
	BUETH 201 Business Ethics			
	ENG 202 Composing Process			
	HIST 101 Belizean History			
	MGT 204 Human Resource Management			
	MGT 203 Operations and Management			
	ENT 100 Entrepreneurship			
	SPAN 102 Intermediate Spanish			
SUMMER /DECEMBER BREAK				
	MGT 204 Internship			
	SEMINAR			

2. ABMA: Business Management with concentration in Accounting - 80 credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
CMPS 201: Computer Bus Application	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
PSYC 101: Intro to Psychology	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 101: Intermediate Algebra	3	
ENT 100: Entrepreneurship	3	
SOC 101: Sociology	3	
		36

Professional Core Requirements	Credits	Total
ACC 101: Financial Accounting I	3	
ACC 102: Financial Accounting II	3	
ACC 201: Cost & Managerial Accounting I	3	
ACC 202: Taxation	3	
BCOM 201: Business Communication	3	
BLAW 201: Business Law	3	
BSTAT 102: Business Statistics I	3	
BUETH 201: Business Ethics	3	
ECON 100: Introduction to Economics	3	
FIN 201: Principles of Finance	3	
MGT 101: Applied Management	3	
MGT 201: Principles of Marketing	3	
Certificate Course: Accounting Software Applications (16 Hrs)	1	
ACC-203: Internship	4	
		41

Support Core Requirements (Electives)	Credits	Total
Natural Science Elective	3	3

ASSOCIATE DEGREE IN MANAGEMENT WITH CONCENTRATION IN ACCOUNTING 2025-2026

PRE-REQUISITES	COURSE	CREDIT	GRADE	STATUS
	ENG 100 Pre College English			
	MTH 100 Pre College Math			
	ACC 100 Remedial Accounting			
Semester 1				
	ENG 101 College English			
	CMPS 101 Introduction to Computers			
	MTH 101 Intermediate Algebra			
	ACC 101 Financial Accounting 1			
	RCH 101 Research Methods			
	ECON 100 Introduction to Economics			
	MGT 101 Applied Management			
Semester 2				
	ENG 102 College English II			
	BSTAT 102 Business Statistics 1			
	ACC 102 Financial Accounting II			
	SOC 101 Intro To Sociology			
	NRM 101 Env't Conservation			
	PSY 101 Intro To Psychology			
Semester 3				
	BLAW 201 Business Law			
	CMPS 201 Business Computer Applications			
	MGT 201 Principles of Marketing			
	ACC 201 Cost and Managerial Accounting			
	FIN 201 Principles of Finance			
	BCOM 201 Business Communication			
	ACC-QB Act Software Application			
Semester 4				
	BUETH 201 Business Ethics			
	ENG 202 Composing Process			
	HIST 101 Belizean History			
	ACC 202 Taxation			
	ENT 100 Entrepreneurship			
	SPAN 102 Intermediate Spanish			
SUMMER /DECEMBER BREAK				
	ACC 203 Internship			
	SEMINAR			

3. ABME: Business Management with concentration in Economics- 86 credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
CMPS 201: Computer Bus Application	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
SOC 101: Intro to Sociology	3	
PSYC 101: Intro to Psychology	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 101: Intermediate Algebra	3	
ENT 100: Entrepreneurship	3	36

Professional Core Requirements	Credits	Total
ECON 203: Internship	4	
ACC 101: Financial Accounting I	3	
ACC 102: Financial Accounting II	3	
FIN 201: Principles of Finance	3	
BCOM 201: Business Communication	3	
BLAW 201: Business Law	3	
BSTAT 102: Business Statistics	3	
BUETH 201: Business Ethics	3	
ECON 101: Micro-economics I	3	
ECON 102: Micro-economics II	3	
ECON 201: Macro-economics I	3	
ECON 202: Macro-economics II	3	
G-ECOO 200: Global Economics	3	
MGT 101: Applied Management	3	
MGT 201: Principles of Marketing	3	
ACC-QB Act Software Application	1	47

Support Core Requirements (Electives)	Credits	Total
Natural Science Elective	3	3

**ASSOCIATE DEGREE IN MANAGEMENT WITH CONCENTRATION IN ECONOMICS
2025-2026**

PRE-REQUISITES	COURSE	CREDIT	GRADE	STATUS
	ENG 100 Pre College English			
	MTH 100 Pre College Math			
	ACC 100 Remedial Accounting			
Semester 1				
	ENG 101 College English 1			
	CMPS 101 Introduction to Computers			
	MTH 101 Intermediate Algebra			
	ACC 101 Financial Accounting 1			
	RCH 101 Research Methods			
	MGT 101 Applied Management			
	ECON 101 Micro Economics 1			
Semester 2				
	ENG 102 College English II			
	BSTAT 102 Business Statistics 1			
	ACC 102 Financial Accounting II			
	ECON 102 Micro Economics II			
	SOC 101 Intro To Sociology			
	NRM 101 Env't Conservation			
	PSY 101 Intro To Psychology			
	ENT 100 Entrepreneurship			
Semester 3				
	BLAW 201 Business Law			
	CMPS 201 Bus. Computer Applications			
	ECON 201 Macro Economics 1			
	MGT 201 Principles of Marketing			
	BCOM 201 Business Communication			
	FIN 201 Principles of Finance			
	ACC-QB Act Software Application			
Semester 4				
	BUETH 201 Business Ethics			
	G-ECON 200 Global Economics			
	ENG 202 Composing Process			
	HIST 101 Belizean History			
	ECON 202 Macro Economics II			
	SPAN 102 Intermediate Spanish			
SUMMER /DECEMBER BREAK				
	ECON 202 Internship			
	SEMINAR			

4. ATHM: Tourism Management - 83 credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
CMPS 201: Computer Bus Application	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
OR SOC 101: Intro to Sociology	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 101: Intermediate Algebra	3	30

Professional Core Requirements	Credits	Total
ACC 101: Financial Accounting I	3	
BUETH 201: Business Ethics	3	
BCOM 201: Business Communication	3	
ECON 100: Introduction to Economics	3	
MGT 201: Principles of Marketing	3	
THM 103: Tourism Product Development	3	
TLAW 201: Tourism & Hospitality Law	3	
THM 101: Intro to Tourism	3	
THM 103: Tourism Systems	3	
THM 104: Sustainable Tourism	3	
THM 105: Event Planning	3	
THM 201-1: Food and Beverage 1	3	
THM 202: Internship	4	
THM 204: Customer service	3	
THM 205: Tourism Marketing	3	
MGT 202: Small Business Management	3	
THM 206: Tourism Accommodations	4	
		53

Optional

THM 201-2: Food and Beverage 2 (Certificate)	4	
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ASSOCIATE DEGREE IN TOURISM MANAGEMENT 2025-2026

PRE- REQUISITES	COURSE	CREDIT	GRADE	STATUS
	ENG 100 Pre College English			
	MTH 100 Pre College Math			
	ACC 100 Remedial Accounting			
Semester 1				
	ENG 101 College English			
	CMPS 101 Introduction to Computers			
	MTH 101 Intermediate Algebra			
	ACC 101 Financial Accounting 1			
	RCH 101 Research Methods			
	MGT 101 Applied Management			
	THM 101 Intro To Tourism			
Semester 2				
	ENG 102 College English II			
	THM 201-1 Food and Beverage 1			
	THM 105 Event Planning			
	HIST 101 Belizean History			
	THM 102 Tourism Systems			
	THM 204 Customer Service			
	SOC 101 Intro To Sociology			
Semester 3				
	THM 104 Sustainable Tourism			
	ECON 100 Intro to Economics			
	MGT 201 Principles of Marketing			
	BCOM 201 Business Communication			
	CMPS 201 Computer Business Application			
	THM 103 Tourism Product Development			
	TLAW 201 Tourism & Hospitality Law			
Semester 4				
	BUETH 201 Business Ethics			
	ENG 202 Composing Process			
	MGT 202 Small Business Management			
	SPAN 102 Intermediate Spanish			
	THM 205 Tourism Marketing			
	THM 206 Tourism Accommodations			
SUMMER /DECEMBER BREAK				
	THM 202 Internship			
	SEMINAR			

OUR ARTS & SCIENCE PROGRAM

Mission Statement

The mission of the Arts & Science Department at Independence Junior College is to offer students with refined knowledge of the Sciences, specifically *Agriculture, Biology, Information Technology, Mathematics* and *Natural Resources Management* and to assist them to develop and create new skills with the use of the appropriate and modern technology to meet the requirements of an ever-changing society.

Vision

The vision of our Science Program is to promote critical thinking using the scientific method with the assistance and guidance of research, investigations and service in order to be well rounded and contributory citizens of their various communities, and on a whole, Belize.

Goals

- Foster positive attitudes, values and commitment to identifying, solving and preventing scientific problems.
- Increase the understanding of how the world works with the knowledge between the interaction of people and the environment.
- Develop the ability to identify critical research questions and formulate hypotheses.
- Prepare students for higher learning within Belize, the Caribbean and the international community.
- Develop students with the capacity to seek and search for truth so as to promote effective members of the junior college's community and in the society as a whole.
- Cultivate people who have sufficient knowledge, care and practical competence to live in a suitable world.

1.AAGRI: Agriculture [88 Credits]

General Core Requirements	Credits	Total
CMPS 103: Intro to Computing and GIS	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENT 100: Entrepreneurship	3	
MTH 101: Intermediate Algebra	3	
PHIL 101: Social Philosophy	3	
RCH 101: Research Methods I	3	
RCH 102: Research Methods II	3	
SPAN 201: Intermediate Spanish	3	
		27
Professional Core Requirements	Credits	Total
AGRI 102: Introduction to Soils	3	
AGRI 103: Plant Physiology	3	
BIO 104: Animal Physiology	3	
AGRI 125: Livestock Nutrition	3	
AGRI 126: Principles of Crop Production	3	
AGRI 127: Principles of Livestock Production	3	
AGRI 128: Agriculture Field Practice I	6	
AGRI 213: Crop Production I	3	
AGRI 214: Livestock Production I	3	
AGRI 215: Applied Agro-Forestry	3	
AGRI 216: Agriculture Business & Marketing	3	
AGRI 217: Agriculture Economics	3	
AGRI 218: Agriculture Field Practice II	6	
AGRI 220: Agro-processing	3	
AGRI 223: Crop Production II	3	
AGRI 224: Livestock Production II	3	
AGRI 225: Entomology	3	
		57
Support Core Requirements (Electives)	Credits	Total
CHEM 120: General Chemistry	3	
CHEM 120L: General Chemistry Lab1	1	

Associates Degree in Agriculture (AAGRI) Course Sequence for 2025

Year One				Year Two			
Course ID	1 st Semester	Cr Hrs	Grade	Course ID	3 rd Semester	Cr Hrs	Grade
ENG 101	College English I	3		AGRI 213	Crop Production I	3	
CMPS 103	Intro to Computing & GIS	3		AGRI 214	Livestock Production I	3	
MTH 101	Intermediate Algebra	3		AGRI 215	Applied Agro-Forestry	3	
BIO 201	Plant Physiology	3		AGRI 216	Agriculture Business & Marketing	3	
BIO 202	Animal Physiology	3		AGRI 217	Agriculture Economics	3	
AGRI 102	Introduction to Soils	3		AGRI 218	Agriculture Field Practice II	6	
CHEM 120	General Chemistry I	3		PHIL 101	Social Philosophy	3	
CHEM 120L	General Chemistry I Lab	1				<u>24</u>	
		<u>22</u>					
Year One				Year Two			
Course ID	2 nd Semester	Cr Hrs	Grade	Course ID	4 th Semester	Cr Hrs	Grade
ENG 102	College English II	3		SPAN 102	Intermediate Spanish	3	
AGRI 125	Livestock Nutrition	3		AGRI 220	Agro-processing	3	
AGRI 126	Principles of Crop Production	3		AGRI 223	Crop Production II	3	
AGRI 127	Principles of Livestock Production	3		AGRI 224	Livestock Production II	3	
AGRI 128	Agriculture Field Practice I	6		AGRI 225	Entomology	3	
ENT 100	Entrepreneurship	3		RCH 102	Research Methods II	3	
RCH 101	Research Methods I	3				<u>18</u>	
		<u>24</u>					

Course ID	Summer	Cr Hrs
ENG 100	Pre-college English	0
MTH 100	Pre-college Math	0
CHEM 100	Pre-college Chemistry	0
		<u>0</u>

TOTAL CREDIT HOURS: 88

2. ABIO: BIOLOGY – 89 credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish I	3	
PHIL 101: Social Philosophy	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 102: Algebra & Functions	3	
ENT 100: Entrepreneurship	3	30
Professional Core Requirements	Credits	Total
BCHM 102: Introduction to Organic & Biochemistry	3	
BCHM 102L: Intro. to Organic & Biochemistry Lab	1	
BIO 101L: Cytology Biology Lab I	1	
BIO 103L: Reproductive Biology Lab II	1	
BIO LAB III: Biology Lab III	1	
BIO LAB IV: Biology Lab IV	1	
BIO 104L: Biodiversity lab	1	
BIO 101: Cytology	3	
BIO 206: Genetics and Evolution	3	
BIO 103: Reproductive Biology	3	
BIO 201: Bioenergetics	3	
BIO 207: Plant Physiology	3	
BIO 204: Human Health & Disease	3	
BIO 202: Animal Physiology	3	
BIO 104: Biodiversity	3	
CHM LAB I: General Chemistry Lab I	1	
PHYS 101: Physics I	3	
PHYS 101 L: Physics Lab	1	
CHM LABII: General Chemistry Lab II	1	
CHM 120: General Chemistry I	3	
CHM 220: General Chemistry II	3	
MTH 224: Biostatistics	4	
NRM 101: Env'tal Conserv & Dev	3	
BIO 205: Internship	4	53
Support Core Requirements (Electives)	Credits	Total
Social Science Elective (SOC 101)	3	
Business Programme (ECON 100/MGT 101)	3	
		6

Associates Degree in Biology COURSE SEQUENCE

YEAR ONE		YEAR TWO					
<u>Course ID</u>	<u>1st Semester</u>	<u>Cr. Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>3rd Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
ENG 101	College English I	3		PHIL 101	Philosophy	3	
MTH 105	Algebra	3		BIO 204	Human Health and Diseases	3	
CMPS 101	Intro to Computers	3		BIOLAB III	Biology Lab III	1	
CHM 120	General Chemistry	3		MTH 224	Bio Statistics	4	
CHM LAB I	General Chemistry Lab I	1		BIO 202	Animal Physiology	3	
BCHM 102	Introduction to Organic and Biochemistry	3		BIO 207	Plant Physiology	3	
BCHM 102L	Introduction to Organic and Biochemistry Lab	1			Bus. Elective(MGT101/ECON100)	3	
BIO 101	Cytology	3					
BIO 101 LAB I	Cytology Lab I	1					
		21				20	
<u>Course ID</u>	<u>2nd Semester</u>	<u>Cr. Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>4th Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
ENG 102	College English II	3		ENG 202	Composing Process	3	
BIO 103 LAB	Reproductive Biology Lab II	1		BIO 206	Genetics and Evolution	3	
CHM220	General Chemistry II	3		BIOLAB IV	Bio Lab IV	1	
CHM220L	General Chemistry LAB II	1		HIST 101	Belizean History	3	
BIO 104	Biodiversity	3		SOC 101	Intro to Sociology	3	
BIO 104L	Biodiversity Lab	1		NRM 101	Env'tal Conserv. & Dev't	3	
BIO 103	Reproductive Biology	3		SPAN 102	Intermediate Spanish	3	
PHYS 101	Physics	3		ENT 100	Entrepreneurship	3	
PHYS 101L	Physics Lab	1					
RCH 101	Research Methods	3					
		22				22	
<u>December</u>							
BIO 205	Biology Internship	4					
	TOTAL CREDIT HOURS: 89						

3. AINT: Information Technology: 84 Credits

General Core Requirements	Credits	Total
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MGT 101: Applied Management	3	
ENT 100: Entrepreneurship	3	
Social Science Electives (PHIL 101: Social Philosophy/PSYC 101: Intro to Psychology)	3	
		27

Professional Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
CMPS 113: Principles of Programming I	3	
CMPS 121: Basic PC Repair	3	
CMPS 123: Principles of Programming II	3	
CMPS 119: Networking 1	4	
CMPS 213: Data Structures	3	
CMPS 211: Systems Analysis and Design	3	
CMPS 215: Web Development	3	
CMPS 217: Database Management Systems I	3	
CMPS 224: Obj. Oriented Interface Dev.	3	
CMPS 225: Operating Systems	3	
CMPS 299: Project	3	
CMPS 206: Internship	3	41

Support Core Requirements (Electives)	Credits	Total
MTH 102: Algebra & Functions	4	
MTH 103: Calculus I	4	
MTH 104: Trig., Geom. & Vectors	4	
MTH 201: Calculus II	4	
PHYS101: Physics I	3	
PHYS101LAB: Physics Lab	1	
		20

Associate Degree in Information Technology (AINT)

YEAR ONE

YEAR TWO

<u>Course ID</u>	<u>1st Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>3rd Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
ENG 101	College English I	3		CMPS 213	Data Structures	3	
CMPS 102	Fundamentals of Computing	3		CMPS 211	Systems Analysis and Design	3	
MTH 105	Algebra	3		CMPS 215	Web Development	3	
MTH 106	Trigonometry	3		CMPS 217	Database Management Systems I	3	
CMPS 113	Principles of Prog. I	3		MTH 205	Calculus II	3	
CMPS 121	Basic PC Repair	3			Social Science Electives (PHIL 101/PSYC 101)	3	
MGT 101	Applied Management	3					
		21					19
<u>Course ID</u>	<u>2nd Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>4th Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
PHYS101	Physics I	3		ENG 202	Composing Process	3	
PHYS101LAB	Physics I LAB	1		CMPS 299	Project	3	
ENG 102	College English II	3		SPAN 102	Intermediate Spanish	3	
CMPS 123	Principles of Prog. II	3		CMPS 224	Obj. Oriented Interface Dev.	3	
MTH 108	Calculus I	3		CMPS 225	Operating Systems	3	
CMPS 119	Networking 1	3		CMPS 226	GUI programming	3	
RCH 101	Research Methods	3		ENT 100	Entrepreneurship	3	
		19				21	
<u>Course ID</u>	<u>Summer Semester</u>	<u>Cr Hrs</u>					
CMPS 206	Internship	4					
	TOTAL CREDIT HOURS:						
	88						

4. AMTH: MATHEMATICS – 79 credits

General Core Requirements	Credits	Total
CMPS 104: An Introduction to programming using python	3	
ENG 101: Programming II	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
Social Science Electives (PHIL 101: Social Philosophy/PSYC 101: Intro to Psychology)	3	
HIST 101: Belizean History	3	
NRM 101: Env'tal Conserv. & Dev't	3	
RCH 101: Research Methods	3	
ENT 100: Entrepreneurship	3	30

Professional Core Requirements	Credits	Total
⊕		
MTH 105: Algebra	3	
MTH 106: Trigonometry	3	
MTH 107: Mathematical Software	3	
MTH 108: Calculus I	3	
MTH 109: Complex number & Vectors	3	
MTH 205: Calculus II	3	
MTH 206: Math modeling	3	
MTH 207: Count'g Matrices & Diff. Equation	3	
MTH 208: Intro to Discrete Math	4	
MTH 209: Intro. to Statistical Software	3	
MTH 225: Statistical Analysis I	4	
MTH 226: Statistical Analysis II	4	
MTH 107: Mathematical Software	3	
MTH 206: Internship	4	40

Support Core Requirements (Electives)	Credits	Total
Business Elective (ECON 100/MGT101)	3	
Social Science Elective (SOC 101)	3	

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**Associate Degree in Mathematics Course
Sequence: (AMTH)**

YEAR ONE				YEAR TWO			
<u>Course ID</u>	<u>1st Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>3rd Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
ENG 101	College English I	3		MTH 209	Introduction to Statistical software	3	
CMPS 104	An Introduction to programming using python	3		ECON 100	Principles of Micro-Economics I	3	
MTH 105	Algebra	3		MTH 205	Calculus II	3	
MTH 106	Trigonometry	3		MTH 206	Math modeling	3	
MTH 225	Statistical Analysis I	4		MGT 101	Applied Management	3	
NRM 101	Env'tal Conserv. & Dev't	3			Social Science Electives (PHIL 101/PSYC 101)	3	
		19				18	
<u>Course ID</u>	<u>2nd Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>	<u>Course ID</u>	<u>4th Semester</u>	<u>Cr Hrs</u>	<u>Grade</u>
ENG 102	College English II	3		ENG 202	Composing Process	3	
MTH 107	Mathematical Software	3		SPAN 102	Intermediate Spanish	3	
MTH 108	Calculus I	3		SOC 101	Intro to Sociology	3	
MTH 109	Complex number & Vectors	3		HIST 101	Belizean History	3	
MTH 226	Statistical Analysis II	4		MTH 207	Counting, Matrices and Differential Equation	3	
CMPS 124	Programming II	3		MTH 208	Introduction to Discrete Math	4	
RCH 101	Research Methods	3		ENT 100	Entrepreneurship	3	
		22				22	
Course ID	<u>Summer Semester</u>						
MTH 210	Internship	4					
TOTAL CREDIT HOURS: 85							

5. ANRM: Natural Resource Management: 86 Credits

General Core Requirements	Credits	Total
CMPS 101: Intro to Computers	3	
ECON 100: Principles of Micro-Economics	3	
ENG 101: College English I	3	
ENG 102: College English II	3	
ENG 202: Composing Process	3	
SPAN 102: Intermediate Spanish	3	
Social Science Electives (PHIL 101: Social Philosophy/PSYC 101: Intro to Psychology)	3	
HIST 101: Belizean History	3	
RCH 101: Research Methods	3	
MTH 102: Algebra & Functions	3	
ENT 100: Entrepreneurship	3	33

Professional Core Requirements	Credits	Total
BIO 120: General Biology I+ LAB	4	
BIO 220: General Biology II+ LAB	4	
CHM 120: General Chemistry I+LAB	4	
CHM 220: General Chemistry II+LAB	4	
NRM 101: Env'tal Conserv. & Dev't	3	
NRM 201: Introduction to Marine Ecology	3	
NRM 202: Introduction to Recreation	3	
NRM 203: Waste Management	3	
NRM 204: Environmental Geology	3	
NRM 205: Protected Areas Management	3	
NRM 206: Terrestrial Management Issues	3	
NRM 207: Environmental Assessment	3	
HOSP 101: Hospitality & Tourism	3	
NRM 208: Internship	4	47

Support Core Requirements (Electives)	Credits	Total
Social Science Elective (SOC 101)	3	
Non-Program Elective (MGT 101)	3	6

Associate Degree in Natural Resource Management Course Sequence: (ANRM)

YEAR ONE				YEAR TWO			
Course ID	1st Semester	Cr Hr s	Grade	Course ID	3rd Semester	Cr Hr s	Grade
ENG 101	College English I	3		MGT 101	Applied Management	3	
CMPS 101	Intro to Computers	3		ECON 100	Principles of Micro-Economics	3	
MTH 105	Algebra	3		NRM 201	Introduction to Marine Ecology	3	
NRM 101	Env'tal Conserv. & Dev't	3		NRM 202	Introduction to Recreation	3	
BIO 120	General Biology I	3		NRM 203	Waste Management	3	
BIOLAB 120	General Biology LAB I	1		NRM 204	Environmental Geology	3	
CHEM 120	General Chemistry I	3		_____	Social Science Elective (PHIL 101/PSYC 101)	3	
CHEML 120	General Chem LAB I	1					
		20				21	
Course ID	2nd Semester	Cr Hr s	Grade	Course ID	4th Semester	Cr Hr s	Grade
SOC 101	Intro to Sociology	3		ENG 202	Composing Process	3	
ENG 102	College English II	3		SPAN 102	Intermediate Spanish	3	
RCH 101	Research Methods	3		HOSP 101	Hospitality & Tourism	3	
BIO 220	General Biology II	3		NRM 205	Protected Areas Management	3	
BIOLAB 220	General Biology LAB	1		NRM 206	Terrestrial Mgmt. Issues	3	
HIST 101	Belizean History	3		NRM 207	Environmental Assessment	3	
CHEM 220	General Chemistry II	3		ENT 100	Entrepreneurship	3	
CHEML 220	General Chem LAB II	1					
		20				21	
Course ID	December	Cr Hrs					
NRM 208	Internship	4					

TOTAL CREDIT HOURS: 86

COURSE DESCRIPTIONS

ACC 101 (Financial Accounting I)

3 credit hours

Pre-requisite: Minimum of C in ACC 100 OR Passing High School Accounting Level

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

ACC 102 (Financial Accounting II)

3 credit hours

Pre-requisite: minimum of C in ACC 101

This course aims to provide students with the financial accounting concepts, principles and practices for the sole proprietorship, partnership, cooperative and corporation in keeping with International Accounting Standards Board guidelines. The course also provides students with an understanding of accounting as an information system for problem-solving and decision-making.

ACC 201 (Cost & Managerial Accounting I)

3 credit hours

Pre-requisites: ACC 101 and ACC 102

This course is the first of a two-semester syllabus that enables students to understand and appreciate the principles and practices of costing and costing systems used by manufacturing and service sector entities, as well as to develop the capacity for systematic and critical thinking as the basis for managerial planning and decision making. Any student with a good grasp of the Principles of Accounts syllabus or its equivalent is able to pursue the course. The nature and scope of the course prepares students for the CAPE Advanced-Level Accounting examination, and International Accounting Standards (IAS) are used as the basis for application of principles and the presentation of accounting information.

ACC 202 (Taxation)

3 credit hours

Pre-requisites: ACC 101, ACC 102 & ACC 201

This is a three-credit course. Topics emphasized include direct and indirect tax, income tax, business and general sales tax in Belize, CARICOM Double Taxation agreement and basic concepts of consumption tax.

ACC 203 (Internship)

4 credit hours

Prerequisites: ACC 101, ACC 102 and QuickBooks

The Accounting Internship course is designed to promote a program tailored to meet the practical experiences for accounting students. Through the opportunity students will earn four credit hours to complete their program of study. These internships allow students to apply skills acquired and developed through the Accounting Program in meaningful “real world” job experiences. Through these experiences, students receive the business acumen needed to get a jump-start on their careers.

AGRI 101 (Intro to Agribusiness)

3 credit hours

This course focuses primarily on entrepreneurship in the agricultural sector. Topics include nature and characteristics of entrepreneurship , major challenges faced by entrepreneurs; skills required for small business management, Micro and Macro Environmental factors which affect small business (internal and external), agencies that assist small business governmental, non- governmental, financial institutions), and types of assistance offered to small business.

AGRI 102 (Soils and Fertilizers)**3 credit hours****Pre-requisite: CHEM 100**

This is an introductory course in Soils and Fertilizers. It examines the formation, nature, distribution classification, properties, nutrient cycles, soil fertility and the management of soils. The chemical, biological and physical attributes of soils are presented and discussed in relation to plant growth and ecology. Students will be exposed to a better understanding of soils and their role in the environment. This course is designed to help students develop an appreciation of soils as natural resource, planting medium and a habitat for many soil forming organisms.

AGRI 102 L (Soils and Fertilizers Lab)**1 credit hour**

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 102. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 120 (Crop Production)**3 credit hours****Pre-requisite: AGRI 102**

This is an introductory course that teaches students about crops that are grown for food and fiber. Students can learn principles that are used to grow crops in both domestic and international markets.

AGRI 120 L (Crop Production Lab)**1 credit hour**

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 120. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 121 (Plant Propagation and Propagation)**3 credit hours**

Introduces concepts of plant botany, taxonomy, morphology and anatomy. It encompasses the metabolic processes of plants, plant nutrition, sexual reproduction and seed dormancy, nursery management, planting material and containers, asexual propagation and trending planting technologies.

AGRI 121 L (Plant Physiology and Propagation Lab)**1 credit hour**

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 121. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 122 (Aquaculture)**3 credit hours****Prerequisite: CHEM 100**

This course introduces students to the wide world of aquaculture. Where students will learn about various means of livestock production in both aquaculture and mariculture. Cultivation of marine organisms (shrimp, tilapia, clams, etc) will be thought as well as management techniques.

AGRI 122 L (Aquaculture Lab)**1 credit hour**

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 122. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 210 (Internship)

4 credit hours

The Agribusiness Internship Program is designed to promote apprenticeship related to Agriculture and its related sciences, through the opportunity to earn credit and field experiences. The real world environment of apprenticeship will allow students to apply skills acquired and developed through the AAGRIB Program and help jump start their careers.

AGRI 211 (Entomology)

3 credit hours

This course introduces the basic principles of entomology; role and importance of insects in biodiversity, nature conservation, crop production and human welfare. The objective of this course is to assist students to develop positive skills, values and attitudes towards the importance of biodiversity as part of the environment's stability. Students will also be given the basic principles of Entomology as a foundation for those who wish to pursue further studies in related fields.

AGRI 211 (Entomology Lab)

1 credit hour

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 211. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 212 (Marketing for Sustainable Agriculture)

3 credit hours

Marketing for Sustainable Agriculture focuses on aspects of marketing that motivate, drive and impact food innovation and the sustainability of the Agriculture and Food industries. It will target local, national, regional and international commerce, communication tools for effective media positioning, agricultural stock exchange, creating recreation and Agro-tourism activities among other concepts.

AGRI 213 (Livestock Production)

3 credit hours

This is an introductory course in Livestock Production that provides basic concepts in animal nutrition, growth and development of domestic animals, breeding, animal health, management and husbandry.

AGRI 213L (Livestock Production Lab)

1 credit hours

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 213. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures

AGRI 220 (Agro Processing)

3 credit hours

Pre-requisite: CHEM 100

This course covers principles of food processing, processing methods and packaging and taking consideration the importance of food safety and its principle inside the agriculture food industry. A major component deals with plant sanitation and marketing of processed products. The course also includes laboratory in which students practice food processing. Field trips are made to food processing plants in the country.

AGRI 220L (Agro-processing Lab)**1 credit hour**

This laboratory course is structured to incorporate experiments representative of materials being covered in AGRI 220. It offers an opportunity for students to experience the technical concepts taught in class because it acts as a hands-on supplement to class lectures.

AGRI 221 (Agriculture Engineer)**3 credit hours**

This is an introductory course in Farm Mechanization that will cover the basic principles of physics and their practical application to agriculture mechanics, metal work and farm structures. Also the principles of power production in an IC engine and power transmission in farm machinery will be emphasized. The principles of farm machinery operation, management and effective, efficient and safe use of machinery in agriculture, covering specifically the design, construction, operation and adjustment of machinery used in tillage, seedling, spraying, fertilizing and harvesting operation.

AGRI 222 (Agribusiness Research Project)**4 credit hours**

This course focuses on an independent (self-directed) project undertaken by students to enhance their skills in project development, implementation and analysis. Students are required to develop and submit a project proposal in the semester prior to their final semester at the institution in addition to field diaries, monthly reports and present their final report to a panel for approval.

BCHM 101(Biochemistry)**3 credit hours**

This course is an introduction to basic biochemistry and chemistry activity in the cell and examines the structure and function of fundamental chemicals of living organisms: carbohydrates, lipids, proteins, enzymes, inorganic ions and water. Topics include: fundamental chemicals of living organisms; monomers and chemical bonds; carbohydrates, disaccharides and polysaccharides, lipids; the role of lipids in organisms; proteins; dipeptides and polypeptides; quaternary structure; inorganic ions; roles of calcium and iron; pH; colloids; water; enzymes: role, protein nature, mode of action and substrate, properties, denaturation and inhibition. This course is a prerequisite for Bioenergetics. Laboratory works will also be included in the course.

BCOM 201(Business Communication)**3 credit hours****Pre-requisite Eng 101 and Eng 102**

This course is designed to help students understand the critical role communication plays in forging and maintaining strong and mutually beneficial business relationships and it therefore emphasizes the need to efficiently communicate orally and in writing in the workplace. It seeks to explore the communication process, the ethics and intercultural aspect of communication, and mastering interpersonal communication. Students will additionally be thoroughly grounded in the planning and writing of business messages for electronic and non-electronic audiences, business document design, as well as communication strategies for seeking employment.

BIO 101(Cytology)**3 credit hours**

This course is a study of the cell as the fundamental unit of structure and function of living organisms. A major underlying theme of the course is therefore the relationship between cell structure and function as captured by the following statements: *'The cell utilizes energy to maintain and extend its organization and has organized structure so that it can utilize energy.'* In this respect cell function is therefore viewed as involving three interrelated aspects: (1) flow and transduction of mass (2) flow and transduction of energy and (3) flow and transduction of information. Cell structure is seen as a container for and is maintained and extended by these flows and transductions.

The content covered in this course includes many areas of cellular and molecular biology. The major topics include: distinctions between prokaryotic and eukaryotic cells, typical plant and animal cell ultra-structure and functions, including membranes, as revealed by electron microscopy and biochemical techniques; the structure, roles and properties of chemicals of life and enzymes (molecular biology/basic biochemistry); cell and nuclear divisions including the stages, chromosome structure and behavior and the genetic and evolutionary consequences; DNA structure, replication, and role in directing protein synthesis; recombinant technology and ethical implications of genetic engineering. The learning outcomes presented later provide a more detailed breakdown of content. Based on these courses, student should be prepared to sit the CAPE Biology. Laboratory works will also be included in the course.

BIO 102 (Genetics)**3 credit hours**

This course is designed to introduce students to basic the unit of inheritance, DNA, deoxyribose nucleic acid. It focuses on the structure of nucleic acids and their roles in protein synthesis and nuclear division. This course explores the behavior of chromosomes, nucleus and cytoplasm in mitotic and meiotic cell division and their importance for stability and variation in species. Aspects of genetic engineering are also discussed in this course as well as, its medical, agricultural, environmental, ethical and social implications. Laboratory works will also be included in the course.

BIO 103 (Reproductive Biology)**3 credit hours**

This course examines asexual reproduction in plants and animals, vegetative propagation and budding. It details sexual reproduction in flowering plants including insect pollination, cross-pollination and self-fertilization. It explains sexual reproduction in humans including anatomy, hormones, contraceptive methods, and the role nutrition plays on the developing fetus. Laboratory works will also be included in the course.

BIO 120 (General Biology I)**3 credit hours**

This General Biology I course is designed for non-Biology majors. This course introduces students to the five kingdoms of living organisms and the various levels of organization. It provides a breakdown of the nature of molecules as well as organic chemistry especially macromolecules. It also incorporates the cell, the plasma membrane and modes of transport into and out of the cell including other cell interactions. The course further includes energetic, cellular respiration, photosynthesis, mitosis and meiosis. General Biology concludes with Mendelian genetics, DNA and applied genetics. Laboratory works will also be included in the course.

BIO 201 (Bioenergetics)**3 credit hours**

This course introduces students to the basic principles of biological processes such as photosynthesis, cellular respiration and their role in producing energy in the form of Adenosine Triphosphate (ATP). It introduces the concept of energy flow and nutrient cycling and their relation to ecosystem stability. This course highlights the importance of maintaining biodiversity and employing conservation measures so as to ensure the continuance of ecosystems. Laboratory works will also be included in the course.

BIO 203 (Human Anatomy & Physiology I)**3 credit hours**

This course provides the vocabulary, theory, principles, and hands-on experience to support the practical, clinical, and technical requirements of programs that require knowledge of human systems. The interrelationship of body systems are presented so that the human body is studied as an integrated whole and emphasis is placed on homeostatic mechanisms as they relate to human health and diseases. Topics include: revision of cell theory; cell structure, metabolism, reproduction; levels of organization; study of the normal histology; gross anatomy, physiology of body tissues; integumentary, skeletal, muscle, and nervous systems; interrelationship and integration of body systems; homeostatic mechanisms as they relate to health and diseases. Laboratory works will also be included in the course.

BIO 204 (Human Health & Disease)

3 credit hours

This course focuses on the application and utilization of biology in our lives. It focuses on the term ‘health’ and ‘disease’. The principles of immunology and social and preventative medicine are introduced. In addition, this course highlights the ever increasing incidence of drug abuse amongst the Caribbean population and its physical and social implications within our society. Laboratory works will also be included in the course.

BIO 205 (Human Anatomy & Physiology II)

3 credit hours

This course provides the vocabulary, theory, principles, and hands-on experience to support the practical, clinical, and technical requirements of programs that require knowledge of human systems. The interrelationship of body systems are presented so that the human body is studied as an integrated whole and emphasis is placed on homeostatic mechanisms as they relate to human health and diseases. Topics include: anatomy and physiology of endocrine, circulatory, respiratory, immune, digestive, renal and reproductive systems; integrative homeostatic theories of life support and maintenance. Laboratory works will also be included in the course.

BIO 206 (Internship)

4 credit hours

Prerequisites: Level 1 Courses

Biology Internship is designed to expand the learning of students’ of the Biology Program by providing opportunities for them to receive experiences in applying theories learned in the classroom to specific practical experiences in the work environment. It is designed to give the Biology students an opportunity to acquire, apply and enhance industry related knowledge, skills and experiences that are required in the professional work setting. It also intends to assist students in obtaining valuable information for making decisions about the direction of future studies or employment.

BIO 220 (General Biology II)

3 credit hours

This General Biology II course is designed for non-Biology majors. This course introduces students to phylogeny and taxonomy in classification. It provides a detailed breakdown of the five kingdoms of organisms including: monera, Protista, fungi, Animalia and plantae. It therefore includes the lifecycles of some of the phylum that belong to the different kingdoms including *Chlamydomolla*, *Amoeba*, *Paramecium*, *Coniferophyta*, *Bryophyta* and so on. General Biology II also incorporates sexual and asexual reproduction in animals and plants including earthworms, grasshoppers, frogs, humans and birds. The course further includes oogenesis and spermatogenesis in humans as well as the menstrual cycle, courtship, pregnancy, problems associated with the reproductive system, and labor and delivery. **Lab:** Species covered in class

BLAW 201(Business Law)

3 credit hours

This is an introductory course for students who will one day venture into the world of business and work. The course includes the nature and development of the English Law, the Belizean Law and the administration of Belize Law. It introduces the law of contracts, sales of goods contracts, agencies, employment contracts,

company law, partnership and the intellectual properties. The course also looks at topics like bankruptcy, estates, trust and governmental regulations.

BSTAT 102 (Business Statistics)

3 credit hours

Prerequisite: MTH 101

This course is an introduction to the concepts and techniques of statistics. It is designed to cover the concepts, arithmetic and algebraic techniques necessary for an understanding of basic statistical methods from the perspectives of both descriptive and inferential statistics. Special emphasis is given to the concepts and techniques relevant to organizing and summarizing data, probability distributions, sampling distributions, estimation, and hypothesis testing.

BUETH 201 (Business Ethics)

3 credit hours

This course covers the moral justification of the behavior of managers and the application of the general ethical principles to particular cases or practices in a business context. It addresses the issue of ethical conduct in public and private organizations towards customers and society. The issue of social responsibility is explored.

CHM 120 (General Chemistry I)

3 credit hours

This course introduces students to the principles of chemistry. Topics include: states of matter, atomic theory and structure; the periodic table and periodicity; chemical bonding; molecular structures; intermolecular forces; chemical reaction; mole concept; stoichiometry; solutions; acids and bases; gas laws. **Lab:** introduction to methods and techniques of chemical experimentation related to the topics covered in lectures.

CHM 220 (General Chemistry II)

3 credit hours

Pre-requisite: CHM 120

This course is a continuation of CHM 120 and covers the following topics: electrochemistry; reaction rates; equilibrium; thermodynamics; acid base equilibria. **Lab:** Introduction to methods and techniques of chemical experimentation related to topics covered in lectures.

CMPS 101 (Introduction to Computers)

3 credit hours

The unit is intended primarily for people who want to become aware of the scope and nature of the usefulness of Information Technology, master tools and techniques of Information Technology, and appreciate the usefulness of Information Technology in today's world. The syllabus is designed for persons who are at the post-secondary level and therefore, places a greater emphasis on the higher-level cognitive skills. The focus is on getting students to develop skills for life in an increasingly technological world.

CMPS 201 (Computer Business Applications)

3 credit hours

Pre-requisite: CMPS 101

This course is designed for students majoring in Business Administration, who have gained knowledge of computers and data processing and the World Wide Web. The main objective of the course is to prepare students for the usage of multiple advanced application programs (such as, Word processing, Spreadsheet, Database, Presentation, and Web Development), and be able to utilize these applications in all aspects of learning.

CMPS 113 (Principles of Programming I)

3 credit hours

This course is intended primarily to teach students to analyze and solve problems effectively in computer programming. Topics include: Problem Solving – Analysis, Solution, Computer Algorithm, Programming Language, Syntax and Semantics, Algorithm Design and Implementation using Conventional

Programming Techniques. Data Types, Elementary Data Structures, Extensive Programming Activities Using a Modern Programming Language, such as C or C++.

CMPS 123(Principles of Programming II) **3 credit hours**

This course is an advance level in analyzing and solving problems effectively in Computer programming. Topics are advance areas in Problem Solving – Analysis, Solution, Computer Algorithm, Programming Language Syntax and Semantics, Algorithm Design and Implementation using Conventional Programming Techniques, Data Types, Elementary Data Structures, Extensive Programming Activities Using a Modern Programming Language, such as C or C++.

CMPS 121(Basic PC Repair) **3 credit hours**

This course provides students with computer repair skills. It provides both the theory and practical component to PC repairing.

CMPS 211 (Systems Analysis and Design) **3 credit hours**

This course introduces project management techniques for technology implementation projects. Topics include: Structured Methodology to Specify System Requirements - Study and Practice, Evaluate Alternatives to Fulfill System Requirements, Design Systems that Meet Requirements, Introduction to Project Management Techniques for Technology Implementation, Managing the Ongoing Operation of Systems, Basic Concepts and Techniques used in Systems Analysis.

CMPS 213 (Data Structure) **3 credit hours**

This course seeks to familiarize students with various data structures. Topics include: Abstract Data Types (ADTs); implementation of data types as data structures using Object-Oriented Programming; advanced file processing; static and dynamic data structures; recursion; sorting and searching methods; and elements of trees and graphs.

CMPS 215(Web Development) **3 credit hours**

Students will learn how to develop a complete website and make it available on the Internet. Topics include: Development of Basic Web Applications - HTML and CSS. The HTTP Client/Server Protocol, Client and Server Scripting for Web Applications, Website Development and Posting on the Internet.

CMPS 217 (Data Base Management Systems I) **3 credit hours**

This course is an introduction to the fundamentals of storage and retrieval of data. Topics include: Fundamentals of Databases - Terminology, Historical Evolution, Design, Implementation, Uses of Database Management Systems - Entity-Relationship Data Model, Relational Model, and Non-Relational Models. Database - Design and Implement in an existing Database Management System.

CMPS 219 (Networking I) **3 credit hours**

This course is designed to serve as an introduction to computer networks. Topics covered include: overview of networks, network topology, networking hardware and software, network operating systems, the OSI reference model, the TCP/IP reference model, and network security. Design and lab exercises are also significant components of the course.

CMPS 224(Object Oriented Interface Development) **3 credit hours**

Students learn the principles of designing and building graphical user interfaces. Topics include: Graphical User Interface (GUI) Programming. GUI Programming Languages – Principles and Practice in Designing and Building GUI's. Advanced Programming Environments. IDE Tools. Event-Driven Programming, User Input

Validation, Error Handling, User Interface Components – Window Systems, Widgets, Windows, Buttons, Text-Boxes, Check-Boxes, Radio-Buttons, Menus, Icons.

CPMS 225(Operating Systems)

3 credit hours

In this course students study and use the major components of modern operating systems. Design issues of an operating system are discussed, such as management of processes memory management, storage systems, I/O systems, distributed systems and protection and security.

The ways in which these components are implemented in operating systems (*NIX and Windows *) are examined. System commands and calls are studied and used to invoke the operating system's functions.

CMPS 299 (Projects)

3 credit hours

This course allows students to engage in work that is immediately useful to a local establishment. Students provide service to the establishment by filling a need for computer expertise.

CMPS 206 (Internship)

4 credit hours

Information Technology Internship is designed to expand the learning of IJC students in the Information Technology Program by providing opportunities for them to receive experiences in applying theories learned in the classroom to specific practical experiences in the work environment. It is designed to give the students an opportunity to acquire, apply and enhance industry related knowledge, skills and experiences that are required in the professional work setting. It also intends to assist students in obtaining valuable information for making decisions about the direction of future studies or employment.

ECON 100 (Principles of Micro Economics I)

3 credit hours

The aim of the first semester of Microeconomics is to provide candidates with an adequate knowledge and understanding of the tools of economic analysis and the situations and problems to which these tools are applied. The main topics in this course are the Central problem of Economics, Tools of Economics Analysis, Theory of Consumer Demand, and the Theory of Supply. The main purpose is to apply these concepts of microeconomics to real-life problems. Issues like government regulations, taxation, antitrust policy, public goods, technological change and policies towards the environment will be covered. The course is intended to provide the basis for a board understanding of economics and to provide a satisfactory basis for further study of the subject.

ECON 101 (Micro Economics I)

3 credit hours

This course is designed to help students develop and understand the various aspects of Economics. The study of Economics enables individuals to develop a better understanding of the economic issues which affect them and the world in which they live. The training received in this course will allow student to successfully transfer knowledge and skills acquired to a variety of paths for further education. It also equips individuals to think logically, critically and impartially on a variety of contentious issues.

ECON 102 (Micro Economics II)

3 credit hours

Prerequisites: Econ 101

The aim of this course is to provide students with a better understanding of the different market types of market structures and how these structures are operated, the causes of market failures and how this, along with other economic issues affect them and the world in which they live. In addition, students will be able to analyze these economic issues and generate possible solutions. The main topics to be covered in this course are: Market Structure; Market Failure; Theory of Income Distribution and Decision-making with incomplete information.

ECON 200 (Principles of Macro Economics I)**3 credit hours****Prerequisites: Econ 100**

The aim of Principles of Macroeconomics is to provide students with the knowledge and understanding of the overall performance of the national economy as a whole. The main topics within this course are the nature of macroeconomics, national income, classical models of the macroeconomy, basic Keynesians model, Monetary and Fiscal policy, Public debt and Balance of Payments. The main purpose of the course is to allow students to apply, analyze and develop economic models, which can used by both governments and large corporations to assist in the development and evaluation of economic policy and business strategy. Students additionally will be able to recommend the use of similar models to real life situation, which could then ideally impact their own national economy.

ECON 201 (Macro Economics I)**3 credit hours****Prerequisites: Econ 101 and Econ 102**

The aim of this course is to provide students with the knowledge and understanding of the overall performance of the national economy as a whole. The main topics within this course are the mature macroeconomics, national income, classical models of the macro economy, basic Keynesian models, demand & supply of money, monetary & fiscal policy. The main purpose is to apply macroeconomics to real-life scenarios involving government regulations, monetary policy, investment, savings and the role of commercial banks. This course should assist students to evaluate varying economics issues so as to make informed decision.

ECON 202 (Macro Economics II)**3 credit hours****Prerequisites: Econ 101, Econ 102 & Econ 201**

This course begins with fiscal policy (budgets, budget deficits, inflation) and the Public debt (debt service ratio). It continues with the theme- growth, Development and international economic relations; and includes international trade; economic integration (free trade, FIAA and CSME); Balance of Payments; exchange rates, international institutions (WIO, IFI's IMF); foreign direct investment and globalization.

ECON 203 (Internship)**4 credit hours**

The Economics Internship course is designed to promote a program tailored to meet the practical experiences for economics students. Through the opportunity students will earn four credit hours to complete their program of study. These internships allow students to apply skills acquired and developed through the Economics Program in meaningful "real world" job experiences. Through these experiences, students receive the business acumen needed to get a jump-start on their careers.

ENG 101 (College English I)**3 credit hours**

This course seeks to further develop students' competency in the use of the English Language. It aims to develop the student's skills in writing coherent, unified, well-developed and adequately styled essays. It also endeavors to briefly review the writing process and thereafter effectively utilize the process to teach the student to clearly accurately and concisely express ideas in written form via journal writing, descriptive, narrative, and expository writing (process explanation, classification and division and cause and effect) and oral form via delivery of effective oral presentations. Emphasis will be placed on comprehension skills, analysis, organization and critical evaluation, allowing them to evaluate and examine the validity and credibility of writing sources. MLA documentation format is also introduced. Students will thereafter proceed to the development of 6-8 page memoir in which personal reflection will be emphasized.

ENG 102 (College English II)**3 credit hours****Pre-requisite: ENG 101**

This course is designed to continue to emphasize a command of the English Language grammatically, orally in the form of effective oral presentations and in written form, producing unified, coherent, well-developed

journals and essays as students explore the remaining expository writing strategies of comparison and contrast, definition and argumentation. It also seeks to further develop students' familiarity with MLA documentation and properly citing source material into essays. It further builds on critical reading and thinking skills as students are required to discuss and utilize the methods in which literature (stories, poetry and books) may be utilized in writing effective literary analysis. Students will be required to incorporate several of the writing strategies and other developed writing skills into the creation of a 5-page argumentative essay, incorporating at least four citations using MLA documentation format.

ENG 202 (Composing Process)**3 credit hours****Pre-requisite: ENG 102**

This course is designed to further develop critical reading and thinking skills through exploratory writing of expository, literary analysis and argumentative writing strategies, journal writing and a portfolio. It seeks to have students effectively utilizing the research and writing process as it will culminate with the writing of an 8-10 page research paper which will incorporate substantial reading in the research and theory of the writing process and different writing styles and techniques.

ENT 100 (Entrepreneurship)**3 credit hours**

This course seeks to empower students with the knowledge, skills and attitudes to achieve entrepreneurial success in a variety of settings. It focuses on the individual's intelligence to identify opportunity, assess risk, and apply the necessary skills to transform innovative ideas into viable, sustainable business ventures. This course will have a theoretical, as well as, a practical component, which when combined should transform ideas into meaningful and long lasting ventures, that will create value and wealth for both the individual and the society in which he or she operates.

FIN 201 (Principles of Finance)**3 credit hours****Prerequisites: ACC 101 and ACC 102**

This course explores three areas of importance in business: financial institutions, investments, and corporate finance. Additionally, the student is introduced to the importance of identifying sources of funds, the creation and valuation of assets, the managing of assets (both long and short term), and the importance of statement analysis to determine the financial position of a company.

G-ECON 200 (Global Economics)**3 credit hours****Pre-requisite: ECON 101 & 102**

This course provides an analysis of the economic relationships between countries, covering both trade and monetary issues. The first half of the course deals with international trade theory and policy. Students will explore important topics such as why countries trade with each other and the effect of international trade on welfare and income distribution. Students will also analyze the role of firm heterogeneity in international trade and the links between globalization and inequality.

The second half of the course considers international macroeconomics. This will cover key topics such as the balance of payments accounts, open economy income identities, the liquidity trap, and the effect of currency valuations, you will gain a comprehensive understanding of the current policy environment and its impact on international trade relations.

HIST 101 (Belizean History)**3 credit hours**

This course, Belizean History covers the development of Belize and its vibrant historical culture. It surveys the prehistoric inhabitants of Mesoamerica; provides an overview of the Maya Civilization; and the early Spanish conquistadors and their activities in Belize. It also examines the role of: politics, economic, culture,

society, technology, and the environment; as well as, explores the issue surrounding the Sovereignty of Belize and the Belizean perspective of Guatemala's claim.

HOSP 101 (Hospitality & Tourism)

3 credit hours

This course is design to introduce students to the Tourism Industry. Students will be introduced to potential avenues in the tourism field and how they can play a role in its continued growth and development. This course is broad based encompassing global terms, principles, practices and philosophies of tourism. Students will be provided a base for them to understand the importance of tourism to the country of Belize as well as the region and internationally. In addition to such, issues associated with the planning, development, and management of tourism and tourism resources will be studied.

The importance of natural resources and cultural and heritage resources to the tourism experience will also be examined. The course content will be drawn from several disciplines including psychology, recreation, geography, and economics.

MGT 101 (Applied Management)

3 credit hours

This course emphasizes the essentials of management that are most pertinent to maintaining effectiveness and efficiency, and which create and maintain an environment that focuses on performance and results within organizations. Emphases are on the following: the major management theories that businesses use as guides to conduct their day-to-day activities; the advantages and disadvantages of major management theories and their contribution to present day management practices; formal organizational structures and the functions of management; human relations in the organization and methods used by management to motivate and communicate with employees; and ways in which management handles conflict and change within the organization.

MGT 201(Principles of Marketing)

3 credit hours

Pre-requisite: MGT 101

This course is a study of the concepts of marketing and its roles in society. Topics include implications of different business concepts, marketing management, marketing research, principles of segmentation, product management, pricing strategy, distribution strategy, promotion strategy, consumer behavior, and the environment of markets.

MGT 202 (Intro to Small Business Management)

3 credit hours

Pre-requisite: MGT 101

This course focuses on entrepreneurship. Topics include nature and characteristics of entrepreneurship , major challenges faced by entrepreneurs; skills required for small business management, Micro and Macro Environmental factors which affect small business(internal and external), agencies that assist small business governmental, non-governmental, financial institutions), and types of assistance offered to small business.

MGT 203 (Production and Operation Management)

3 credit hours

Pre-requisite: MGT 101

Productions and Operations Management (POM) is concerned with the management of resources and activities that produce and deliver goods and services for customers. Efficient and effective operations can provide an organization with major competitive advantages since the ability to respond to customer and market requirements quickly, at a low cost, and with high quality, is vital to attaining profitability and growth through increased market share. As competition becomes fiercer in an increasingly open and global marketplace, a company's survival and growth become greatly contingent on its ability to run its operations efficiently and to exploit its resources productively. The course focuses on the basic concepts, issues, and techniques for efficient and effective operations. Special emphasis is placed on process improvement and supply chain management.

MGT 204 (Human Resource Management)**3 credit hours**

This course will assist students in understanding the role of Human Resource Management in achieving organizational goals. It covers the objectives, functions, and organization of human resources management programs. The student will study in detail: the human resource functions of conducting effective job analysis; recruitment; selection, training and development; and performance appraisal. Other functions to be covered include labor relations and collective bargaining, and compensation management. Students will acquire a sound knowledge of the concepts and responsibilities of the human resource department and how to apply these concepts to make more efficient and effective organizations.

MGT 205 (Internship)**4 credit hours**

The Management Internship course is designed to promote a program tailored to meet the practical experiences for management students. Through the opportunity students will earn four credit hours to complete their program of study. These internships allow students to apply skills acquired and developed through the Management Program in meaningful “real world” job experiences. Through these experiences, students receive the business acumen needed to get a jump-start on their careers.

MTH 101 (Intermediate Algebra)**3 credit hours**

This Course consists of topics covered in the final years of high school Algebra and the introductory aspects of College Algebra. It serves as a prerequisite to Business Courses and provides a Mathematical background for students studying in the scientific field. It is vital that students master all the techniques taught in this course, as they are prerequisite to most of the Mathematical Courses. This course fulfills a general core requirement.

MTH 102 (Algebra & Functions)**4 credit hours**

This course starts with Algebraic Operations: initially a quick review of simplifying algebraic expressions and solving quadratic equations (including equations involving the Modulus sign) followed by polynomial identities, Remainder and Factor theorem; Thereafter special properties of quadratic and cubic equations will be discussed (nature of the roots). Thereafter Indices and Logarithms will be discussed (laws of indices and operations involving logarithms). Other topics will include the concepts Functions: domain, range, injective, surjective, bijective, transformations of graphs and Inequalities: linear, quadratic, rational and modulus.

MTH 103 (Calculus I)**4 credit hours**

Calculus-I will introduce starting concepts in the Calculus field: Limits, Differentiation and Integration. This course will study the concept of a limit of a function; the continuity/discontinuity of a function; Limit Theorems and The Intermediate Value Theorem. Differentiation discusses the concepts of gradient at a point on a graph, method of First Principles, finding the derivative, product/quotient/chain rules, second derivatives and stationary points. Integration includes the topics: finding integrals (definite/indefinite), integration theorems (linearity), finding areas/volumes, solving differential equations.

MTH 104 (Trig., Geom. & Vectors)**4 credit hours**

This course deals with the description of the behavior of trigonometric functions. Establishment of trigonometric identities (compound-angled identities, double/half angle identities, factor identities) will be discussed followed by skills to solve trigonometric equations (including the harmonic form). This course also studies the mathematical field called Co-ordinate Geometry: gradient, equation of a straight line, parallel/perpendicular lines, equation of a circle, Cartesian equation versus parametric representation and

points of intersection between curves. At the end of this course the topic Vectors will be discussed. This includes equality, addition, subtraction, scalar multiplication, position/unit/displacement vectors, magnitude and direction of a vector, scalar dot product.

MTH 201 (Calculus II) **4 credit hours**

Calculus II further discusses the mathematical fields mentioned in Calculus I: Differentiation and Integration. Initially the Exponential and Logarithmic Functions are introduced. In differentiation the chain rule, gradients of tangent/normal, second derivative and implicit/parametric differentiation will be discussed. The field Integration studies the topics: partial fractions, integration by substitution, integration by parts followed by reduction formulae and solving first/second order linear differential equations. Also the numerical method 'Trapezium Rule' will be evaluated to obtain areas.

MTH 202 (Sequences, Series & Approximation) **4 credit hours**

In the mathematical field Sequences, a description is given of the character of arrays of numbers, whether they are convergent, divergent or periodic. Also a description is given on special sequences, namely the Recurrence, Arithmetic and Geometric sequence. After that the topic Series is discussed. A description is given of the sum (including convergence and/or divergence) of the Arithmetic and Geometric series (including the method of differences). Also the Maclaurin theorem will be evaluated for the expansion of series. In 'Approximations' a discussion is given of Newton-Raphson to approximate the root of $f(x)=0$ (utilizing the Intermediate Value theorem). Other topics discussed in this course are: mathematical induction applied to sequences, Binomial Theorem and Errors involving inexact data.

MTH 203 (Counting Matrices & Diff Equations) **4 credit hours**

This course will deal with the principles of Counting (permutations and combinations) which are used to evaluate the probability of a particular outcome of an event. This course also covers the algebra of Matrices to solve and analyze Systems of Linear Equations (equality, addition, multiplication, determinants, consistency, dependency, singularity, row-echelon). Other topics will include the use of complex numbers (addition, subtraction, multiplication, division, argument, modulus, Argand diagram, locus, exponential representation and application of Demoiivre's theorem).

MTH 204 (Introduction to Discrete Math) **4 credit hours**

This 4-credit course serves to incorporate tools which assist students to incorporate technology into their program. These concepts allow them to familiarize themselves with Linear Programming, Assignment Models, Graph Theory & Critical Path Analysis, and Logic & Boolean Algebra. Additional topics to be covered include: Counting Techniques and Probability.

MTH 224 (Biostatistics) **4 credit hours**

This course introduces students to statistical language and facilitates the understanding of statistical concept(s) through its application to a wide range of topics in Natural Science. Topics include: descriptive statistics: graphical: qualitative and quantitative data; numerical: measures of central tendency and measures of variation (univariate, bivariate); probability: sample space, outcomes, events, relations conditional; probability distribution: discrete (general case, uniform, binomial, poisson, hypergeometric), continuous (uniform, normal); large sample estimation; large sample tests of hypothesis.

MTH 225 (Statistical Analysis I) **4 credit hours**

Mathematics and its applications are quickly becoming indispensable in our modern technological world. Thereby it is required that a person has the ability to transform a problem in non-mathematical form into mathematical language. This course will highlight some of the statistical applications encountered in real life.

In this course the students will equip themselves with tools of data collection, data organization and data analysis in order to make valid decisions and predictions. Thereafter probability theory will be discussed followed by thorough discussion of random variables (discrete and continuous like Binomial and Normal).

MTH 226 (Statistical Analysis II) **4 credit hours**

This continuation course further develops the use of appropriate statistical language in written and oral presentation. It will engage students in mathematical; thinking and modeling to examine and solve problems from a wide variety of disciplines. This course studies the use of sampling distribution and confidence intervals in providing information about population (mean and proportion). It also looks at the relevance of tests of hypotheses regarding statements about a population parameter (use of normal versus student t –distribution). Other topics cover the application of Chi-squared test for independence in a contingency table followed by finding possible association between variables through correlation and linear equation.

MTH 206 (Internship) **3 credit hours**

Mathematics internship is designed to expand the learning of IJC students in the Mathematics Program by providing opportunities for them to receive experiences in applying theories learned in the classroom to specific practical experiences in the work environment. It is designed to give the students an opportunity to acquire, apply and enhance industry related knowledge, skills and experiences that are required in the professional work setting. It also intends to assist students in obtaining valuable information for making decisions about the direction of future studies or employment.

NRM 101(Environmental Conservation & Development) **3 credit hours**

This is an introductory level course for majors and non-majors of Natural Resources Management. It focuses on the fundamental topic discussed in environmental science, conservation and development. Some of these topics include ecosystems and how they work, demographic characteristics, biogeochemical cycles, the five R's (restoration, rehabilitation, recycling, re-use, reduce), pollution and prevention, energy (both renewable and non-renewable) and sustainable solutions.

NRM 201(Introduction to Marine Ecology) **3 credit hours**

Prerequisite: NRM 101

This course introduces Natural Resources Management majors to the study of organisms in the ocean, marine or brackish water bodies. It describes the common terms and concepts as well as it shows the difference between terrestrial and marine areas. Topics discussed in this course include: oceanography, marine plankton and plankton communities, intertidal and shallow subtidal ecology, mangroves, sea grass beds, coral reef ecology, interstitial ecology continental/ marine connectivity, deep sea ecology, symbiosis, oceanic nekton and human impacts on the marine environment.

NRM 202 (Introduction to Recreation) **3 credit hours**

This course offers Natural Resources Management students the knowledge of why and how people recreate. It encompasses the history of commercial recreation and also different activities of recreation offered locally and internationally. It explains how and why recreation is beneficial to humans psychologically, spiritually, socially and health wise. Other topics also include, but not limited to: ethics of recreation, investing in recreation, patterns of recreation in Belize, commercial recreation in Belize, cruise tourism, knowing the recreational market, recreational planning, protected areas and recreation, work and education of recreation, addressing local recreational needs including marine and predicting the future of recreation.

NRM 203 (Waste Management) **3 credit hours**

Prerequisite: NRM 101

This course offers Natural Resources Management students the opportunity to understand the waste problems being faced locally and internationally. Topic covered in this course include: general categories of waste, waste issues in Belize, becoming aware of our waste problems, waste in balanced ecosystems, technological solutions to our technologically complex waste issues, the three R's (reduce, reuse and recycle), organic waste, our solid waste dilemma, categories of solid waste, managing municipal solid waste, integrated waste management, wastewaters, atmospheric wastes, agricultural wastes (especially pesticides), hazardous wastes, exploring waste management industry, waste issues in tourism industry, bioremediation systems and waste management at global and regional scales.

NRM 204 (Environmental Geology)**3 credit hours****Prerequisite: NRM 101**

This course introduces Natural Resources Management majors with the background of physical geology including its processes and how they affect the environment. Some of the topics that are emphasized in this course comprise: a basic introduction to the study of the Earth; Earth, Life and Geological processes, physical structure and composition of Earth – rocks and sediments; Earth, a water planet; coastal zone and ocean processes, physical structure and study of the Earth's minerals and molecules; plate tectonics and the rock cycle; rock breakdown and sedimentation processes; soils and sediments; who manages geologic resources; and, energy and the evolution of human civilizations.

NRM 205 (Protected Areas Management)**3 credit hours****Prerequisite: NRM 101**

This course provides Natural Resource Management students with the understanding of the importance of establishing protected areas and the management skills necessary for maintaining these areas. Topics encompassed in this course are: defining protected areas and their roles, uses and threats to the environment and its resources, legislative and institutional support, system planning of protected areas, site planning, management strategies, protected areas in different environment and its resources, legislative and institutional support, system planning of protected areas, site planning, management strategies, protected areas in different environments, protected areas research and monitoring and tools and case studies.

NRM 206 (Terrestrial Management Issues)**3 credit hours****Prerequisite: NRM 101**

This course provides Natural Resource Management students with the understanding of what terrestrial ecology is including the issues being faced. Topics covered in this course include: issues by category of human activities (hunting, forestry, mining, agriculture), urbanization and poverty, recreation and tourism, globalization, climate change, land degradation, biodiversity loss, conservation, theory and concepts of landscape and terrestrial ecology, systems ecology, plant transect surveys, random plot surveys, terrestrial habitat assessment protocols, human impact mapping and assessment, ecosystem health and risk factors, terrestrial ecosystems of Belize, solutions to impacts in Belize, GIS mapping and analysis of terrestrial landscapes, terrestrial habitats and description methods, and terrestrial area and conservation management.

NRM 207 (Environmental Assessment)**3 credit hours****Prerequisite: NRM 101**

This course offers Natural Resources Management majors an understanding of the necessity and role of Environmental Assessments. It incorporates details of assessment processes (EIA, screening, scoping, community consultations, mitigation plans), National Environmental Appraisal Committee, applying assessment methods, compiling and submitting the EIA, and shortcomings and failures of the EIA.

NRM 208 (Internship)**4 credit hours****Prerequisite: NRM 101**

The *NRMIP* course is designed to promote internship related to the environmental sciences and natural resources management through the opportunity to earn credit and field experiences. These internships allow students to apply skills acquired and developed through the NRM Program in meaningful “real world” job experiences. Through these experiences, students receive the science training needed to get a jump-start on their careers. Internships are completed over a 4-week period equivalent to 160 hours during the Summer.

PHIL 101 (Social Philosophy)**3 credit hours**

This course seeks to understand as well as answer a number of central questions in Philosophy through the writings of contemporary and major Western philosophers as well as through the close study of several fundamental issues that have risen in the course of the development of the Western philosophical tradition, such as free will, our knowledge of the "external" world, our society, socio-political development, and the meaning and value of truth and justice. This course is more about thinking and thinking things through than it is about coverage or the memorization of a bunch of facts. Additionally, it is designed to be an introduction and its problems and as such it is not intended to be comprehensive or exhaustive. The materials are selected to provide a basis for understanding central debates within the field. At most, the course seeks to introduce students to some of the greatest thinkers throughout history in social philosophy and develop their ability to communicate knowledge and ideas to others, as well as apply these ideas in a contemporary context. Philosophers such as Aristotle, Hobbes, Mill, Marx, and King will be studied.

PSYC 101 (Introduction to Psychology)**3 credit hours**

This course is intended to expose students to the field of psychology. The material addresses the Basic principles, concepts and an overview of the field of psychology. It emphasizes in developing an appreciation of psychology as the science of cognition and human behavior. It identifies major exponents and provides a general understanding of the affective, behavioral and cognitive processes of human behavior. Relevant topics discuss include consciousness, health and stress, perception, brain and behavior, psychological disorders, personality theories, human development, and social influence. It also explores the application of psychological principles and concepts to business, social and personal life.

RCH 101 (Research Methods)**3 credit hours**

This research course will allow students to work independently to formulate conduct and report in inquiries into contemporary issues that they have identified as significant to the region. This course will introduce students to the nature and purpose of research, the research problem, identifying and accessing information, characteristic of research objectives, methods and instruments of data collection, format of presenting data, reporting on major finding, formatting for bibliography and referencing(MLA, APA, etc.), and the principles of ethical conduct while conducting research.

SOC 101 (Introduction to Sociology)**3 credit hours**

This course, Introduction to Sociology, provides a broad overview to the discipline of sociology. It involves the study of human society, social behavior, and social order. It examines different sociological approaches, concepts, and theories used by sociologists to explore the ways people interact, look at the world, and understand social differences, inequalities, group dynamics, social institutions and changes in society.

Throughout the semester students will be encouraged to critically examine current social issues, the society they live in, and their place in it.

SPAN 102 (Intermediate Spanish) 3 credit hours

This course is designed to provide participants to develop basic language skills in practical daily situations. It provides for developing skills in listening, speaking, reading, and writing on specific topics including structure and function of the family, young people and their values, daily life, sports, health, music, education, politics self and fitness.

THM 101 (Introduction to Tourism) 3 credit hours

This introductory course is designed to enhance students' understanding of the dynamic nature of the tourism industry and prepared them for the following follow-up tourism related courses. It encompasses activities to deepen students understanding and to help them apply theories and concepts to real life scenarios. Furthermore, students should be able to develop enquiry, problem-solving and decision-making skills through these activities.

THM 103 (Tourism Systems) 3 credit hours

Pre-requisite: THM 101

This course provides students with the understanding of how the global tourism system operates and provides them with the basic tools and techniques to function effectively within the system. Students will explore areas of interest including generation of markets, transit routes, destinations and features of the industry. Students will also study and research on the different continents of the world, concentrating on key tourism destinations and their attractions.

THM 104 (Sustainable Tourism) 3 credit hours

Pre-requisite: THM 101

This course introduces students to the optimum use of natural, cultural, social and financial resources for national development on an equitable and self-sustaining basis. It offers a view of current thinking in the sustainable tourism field. Furthermore, it looks at sustainability in different sectors of tourism and in different parts of the world. The course is designed to be interactive, with group and individual exercise and discussion points to further understanding of the subject.

THM 105 (Event Planning) 3 credit hours

The aim of this course is to introduce students to the world of Event Planning and to assist them in their training to becoming an event manager. Many have observed events, most have participated in events, but few have managed events. As an event manager, you are there to do far more than just observe. You will be prepared to ensure the smooth running of an event, to minimize risk, and to maximize the enjoyment of the event audience, throughout a hands-on practical base approach.

THM 201-1 (Food & Beverage I) 3 credit hours

Food & Beverage level-I introduces the functions, operations and organization of the Food & Beverage department in the hospitality industry to students. The course provides students with relevant and applicable information on service principles, menu design and objectives, food safety & sanitation, etc for further development of their knowledge. The course will also cover basic food & beverage service principles, principles & techniques of food preparation and presentation, the use of a time plan and recipes along with the use and care of equipment.

THM 201-2 (Food and Beverage II)**3 credit hours****Pre-requisite: THM 201-1**

Food & Beverage Level-II is designed as a certificate programme aimed at providing in depth hands-on techniques for consistently delivering quality service in every type of food service operations which is necessary for industry professionals. Students will develop both hard and soft skills, along with substantial practical skills necessary for you to work in a variety of establishments including restaurants, bars, hotels, events catering or other food and beverage business.

THM 202 (Tourism & Hospitality Management) - INTERNSHIP -**4 credit hours****Pre-requisites: THM 101, THM 201, THM 204**

Students are expected to gain a minimum of 90 hours work experience at a tourist resort (hotel/motel). The manager of the establishment is responsible for completing an evaluation form and grade the individual on a scale of 1-10. Areas of experience may include Finance and Administration, Front Desk, Maintenance and Operations, Housekeeping, Restaurant & Bar, Marketing & Sales, and Tours. A lecturer will visit the work area.

THM 204 (Customer Service)**3 credit hours**

This introductory course is designed to sensitize students to the crucial role that quality customer service plays in the success of organizations. The importance of delivering quality customer service consistently will be emphasized. Strategies and techniques designed to maintained and exceed customer value and build customer loyalty will be examined. The role of the service provider and the importance of attitude and professionalism will be explored.

THM 205 (Tourism Marketing)**3 credit hours****Pre-requisite: THM 101 & MGT 201**

This course is designed to prepare students for marketing in this dynamic tourism and hospitality industry. Students will focus on issues that are critical for success in the global market place. Tourism Marketing covers important principles and concepts such as behavioral science and management theory and takes a practical marketing approach.

The main goal of this course is to provide students with a comprehensive knowledge to the field of Tourism through a communicative and project-based approach. Students will be introduced to various perspectives as it related to the field of tourism. Focus will be on tourism in Belize.

THM 206 (Tourism Accommodations)**3 credit hours****Pre-requisite: THM 101**

This course is design to aid students in their understanding of one of the major sectors of the tourism industry; Accommodations. The course will provide students with the fundamentals principles necessary to make sound judgment in terms of the management of small Hotels, Resorts and Bed & Breakfast establishments in and around their surroundings.

TLAW 201 – Hospitality and Tourism Law**3 credit hours****Pre requisite THM 101**

This is an introductory course for students who will one day venture into the world of the tourism industry. The course includes the nature and development of the English Law, the Belizean Law and the administration of Belize Law. It covers several important general areas of law which are relevant to the hospitality and tourism industries including contract, agency and tort, business organizations, product liability law, criminal liability, employment, discrimination and planning and environmental law. It also provides coverage of more specialized legal topics which are particularly relevant for the tourism and hospitality industries

ADDITIONAL INFORMATION

**BOARD OF GOVERNORS,
ADMINISTRATION, FACULTY & STAFF
2025-2026**

BOARD OF GOVERNORS

Mr. Derrick Garcia- Chairperson
Mr. Japhet Torres
Ms. Tamara Recinos
Mr. Emilio Zabaneh
Mr. Diego Lozano
Mrs. Cindy Linarez
Mrs. Marie Young

Mrs. Loretta Logan- Sierra
Mr. Phil Casteneda
Mr. Russel Lambert
Ms. Ana Marie Mena
Mr. Omar Longsworth
Mr. Vincent Nunez
Mr. Jose Aleman

ADMINISTRATION

Mr. Omar Longsworth
Mrs. Marie Scott-Young
Ms. Marita Linarez

President
Dean
Assistant Dean/ Evening Division Director

FACULTY

Mr. Godfrey Arzu (Full-time)
Mr. Glen Enriquez (Full-time)
Ms. Aretha Flores (Full-time)
Ms. Lyann Flowers (Full-time)
Mr. Clifton Garbutt (Full-time)
Mr. Elvin Garcia (Full-time)
Mr. Leomar Longsworth (Full-time)
Ms. Danette Middleton (Full-time)
Ms. Jamila Parrish (Full-time)
Ms. Tamara Recinos (Full-time)
Mr. Godwill Torres (Full-time)
Mr. Faustino Yaxcal (Full-time)
Mrs. Alva Sainsbury Ken

SUBJECTS

Biology
Economics
Business/ Information Technology
Tourism- HOD Business and Social Sciences
Accounting/Tourism
Information Technology
Natural Resource Management
Business
English/Philosophy
Agriculture/Spanish
History/Social Science
Mathematics- HOD Arts and Science
Seminar/ Counsellor

AUXILIARY STAFF

Mr. Brandon Lopez
Ms. Shanice Garbutt
Ms. Illene Jaime

Librarian/ Computer Technician
Administrative Assistant
Administrative Secretary

SUPPORT STAFF

TBA
Mr. Channing Coleman
Mr. Hajii Flowers
Mr. Jose Cervera
Ms. Delsey Gordon

Janitor
Warden
Security
Security
Maintenance

IJC COMMITTEE COORDINATORS 2025-2026

Graduation Coordinators	Ms. M. Linarez & Ms. T. Recinos
Student Government Coordinators	Ms. M. Linarez & Mr. C. Garbutt
Community Service Coordinators	Mr. L. Longsworth, Mr. C. Garbutt & Mrs. J. Parks
ATLIB Ethics Coordinators	Mr. G. Enriquez, Mr. G. Arzu & Ms. L Flowers
ATLIB Sports	Mr. F. Yaxcal, Mr. E. Garcia, Ms. T. Recinos & Mr. G. Torres
Counseling Services	ALL Faculty
Clubs Coordinators	Health & Wellness/Environmental Club – Mr. G. Arzu, Mr. G. Torres & Mr. L. Longsworth Entrepreneurship Club - Mr. G. Enriquez Women’s Club/Music - Mrs. J. Parks & Ms. A. Flores Photography Club/ Social Media – Mr. F. Yaxcal & Ms. D. Middleton Culture Club: Ms. A. Flores, Ms. L. Flowers & Mrs. J. Parks
Intramural Sports Coordinators	Ms. L. Flowers, Ms. M. Linarez, Ms. D. Middleton & Mrs. M. Young, Mr. F. Yaxcal & Mr. C. Garbutt
Recruitment Team	ALL Faculty
Intramural House Coordinators	RED: Mrs. J. Parks & Mr. G. Torres GREEN: Mr. L. Longsworth & Mr. G. Arzu BLUE: Ms. T. Recinos & Mr. G. Enriquez YELLOW: Ms. A. Flores & Mr. E. Garcia

IJC's SCHOOL SONG
- by Kirwin Ramirez in collaboration with Joel Simpson

I

By the side we stand
and praise the name IJC
Where ever we go will be the change
the nation can see.

We will be the light that shines
so bright and we will hail IJC (Repeat 2X)

Chorus

We are here to set the standard
for the nation everywhere
we will stand up and fight
in love and unity.

We will stand up so the nation
can see Oh!!!!IJC (Repeat 2X)

II

Stand up and be strong
lift your head high
You have give us success and
I honor you

We will be the light that shines
so bright and we will hail IJC (Repeat 2X)

Chorus

We are here to set the standard
for the nation everywhere
we will stand up and fight
in love and unity.

We will stand up so the nation
can see Oh!!!!IJC(Repeat 2X)

III

Oh!!!! IJC (Repeat 6X)

**INDEPENDENCE
JUNIOR COLLEGE
CALENDAR OF
ACTIVITIES FOR
ACADEMIC YEAR
2025-2026**

AUGUST 2025																																																																												
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27	28	29	30	31	1 Emancipation Day Holiday	2																																																																						
3	4 Auxiliary Staff Meeting/Support Staff Meeting 4pm	5 Faculty Meeting 10am	6 Registration 10:00 am to 3:00 pm	7 Registration 10:00 am to 3:00 pm	8	9																																																																						
10	11 Workshop/Preparation Sessions	12 Workshop/Preparation Sessions	13 HOD Meeting 10 am	14 Parent Meeting & Orientation	15 Course Outlines Posted on Moodle	16																																																																						
17	18 School Begins/Final Day to Register /Drop & Add Period Begins	19	20 IJC Assembly (Admin) Students meet w/ Advisers to confirm classes	21 Final Day to Announce class changes and cancellations	22 Drop/Add Period Ends	23 WEEK 1																																																																						
24	25	26 Senior Management Meeting	27 Auxiliary Meeting	28 Support Staff Meeting	29	30 WEEK 2																																																																						
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31	1 Grade Appeal Ends & Incomplete Grade Revert to an "F"	2	3	4	5 Faculty Meeting	6 WEEK 3																																																																													
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17	18 Report Card Distribution	19 Summer Semester 1 Registration	20	21 Faculty Meeting to discuss graduation list & Awards	22 Posting of Graduation List	23																																																																																				
24	25 Annual Planning and Preparation HOD/Submission of Key Assessments for Semester 11 2026	26 Annual Planning and preparation FACULTY	27 Graduation Practice	28 Graduation Practice	29 Graduation Practice	30 IJC Graduation																																																																																				
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SAMPLES OF OFFICIAL IJC FORMS

COURSE EVALUATION

Dear Student:

It is our belief that you have a vested interest in ensuring that we provide you with teachers who are committed to the provision of quality education by ensuring the delivery of relevant content and adherence to nationally acceptable standards for tertiary level institutions.

In this regard, kindly fill out the evaluation which follows:

Course Code _____

Centre _____

Lecturer _____

Please indicate your response to each item by marking the appropriate rating

Please answer the following open-ended questions below.						
Comment on the strengths of the instructor.						
Comment on the weaknesses of the instructor.						
What did you like the most of the course?						
What did you like least about the course?						
What changes would most improve your course?						
Considering all of the above how would you rate:						
Lecturer		<input type="radio"/>		<input type="radio"/>		
Course		<input type="radio"/>		<input type="radio"/>		
Lecturer		<input type="radio"/>		<input type="radio"/>		
The instructor followed the course outline		<input type="radio"/>		<input type="radio"/>		
The instructor explained the course expectations well		<input type="radio"/>		<input type="radio"/>		
The instructor was knowledgeable with the course content		<input type="radio"/>		<input type="radio"/>		
The instructor's assignments were clear		<input type="radio"/>		<input type="radio"/>		
The instructor presented material in a well-organized fashion		<input type="radio"/>		<input type="radio"/>		
The course content was available on time throughout the course		<input type="radio"/>		<input type="radio"/>		
The instructor provided other resources that enriched students' understanding of course concepts		<input type="radio"/>		<input type="radio"/>		
	Never	Rarely	Usually	Most of the time	Always	Not Applicable

The instructor was helpful when students had difficulty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was enthusiastic about of the subject taught	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor encouraged students' contribution to class discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor made the subject interesting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was well prepared for each session of the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor gave students constructive feedback on their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor spoke clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor consistently treated all students equally	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor gave fair/just grades	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor was readily available by e-mail or person	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Course						
The objectives of the course were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tests, quiz, projects, presentation and assignments were representative of the material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The level of the assigned home work was appropriate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The handouts and assignments were helpful in understanding the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Additional Questions						
	Excel- lent	Very Good	Good	Fair	Poor	Very Poor
The instructor's effectiveness in teaching the subject matter was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of questions or problems raised was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instructor's interest in whether students learned was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Relevance and usefulness of course content were:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Independence Junior College Course Drop/Add Form

Course Code	Section	Credit Hrs.	Lecturer's Signature	Advisor's Signature
TOTAL				

Note: After drops post drop/add period, kindly ensure you affix a grade **P** for *Passing* or **F** for *Failing* for the student before signing this form.

COURSE(S) BEING DROPPED

Course Code	Section	Credit Hrs.	Grade (after drop/add period)	Lecturer's Signature	Advisor's Signature

Processed by Registrar: _____ Date: _____

Processed by Accounts: _____ Date: _____

DROP/ADD POLICY

Students may add or drop a course within the first two weeks of classes. An official drop/add form must be completed and returned to their Academic Advisor before the end of the drop/add period. If a student sits a course without registering for it or adding within drop/add period there will be no grade recorded for that student. Failure to officially drop/add a course will result in a grade "F" for that course or no grade being recorded.



Application for Grade Appeal

STUDENT (PRINT NAME)	Last	First	Middle
COURSE TITLE		COURSE CODE	SECTION #

SEMESTER/TERM		Year:
LECTURER (PRINT NAME)	Last	First
		GRADE

COMMENT ON YOUR REASON (S) FOR REQUESTING

Students Signature

Date: _____

Dean/Assistant Dean's Signature

Date: _____

For Official use ONLY:	Done by (Initial)	Date
<input type="checkbox"/> Change has been made on student database system.		
<input type="checkbox"/> Change has been made on student's permanent record.		
<input type="checkbox"/> Form is attached to respective lecturer grade sheet.		
<input type="checkbox"/> Corrected copy of report card has been printed.		
Completed by : Signature: _____		

INDEPENDENCE JUNIOR COLLEGE



*Independence Junior College
Savannah Road
Independence Village, Stann Creek District
Tel: 523-2566
Email: ind_juniorcollege@yahoo.com*

AUTHORIZATION LETTER

To Whom It May Concern:

I, _____(STUDENT'S' NAME), hereby authorize INDEPENDENCE JUNIOR COLLEGE to release to _____(NAME OF PERSON AUTHORIZED), any information in my personal academic records, including all semester reports, financial reports, and any other information pertinent to my studies while I am a student at the institution.

Full name of Student _____

Signature of Student _____

Date of Signature _____

Witnessed by _____



Application for an Incomplete Grade



STUDENT (PRINT NAME)	Last	First	Middle
COURSE TITLE		COURSE CODE	SECTION #

SEMESTER/TERM		Year:
LECTURER (PRINT NAME)	Last	First
GRADE	Provisional	

“This provisional grade is to be calculated to include all work completed to date of final attendance plus a failing grade (**F**) for all work/exams the student did not complete. This form must be completed by the lecturer, then submitted to the Dean/Assistant Dean for approval before submitting to the Office.”

COMMENT ON YOUR REASON (S) FOR REQUESTING AN INCOMPLETE

Deadline for submitting final grade: _____

Lecturer's Signature

Date: _____

Dean/Assistant Dean's Signature

Date: _____

For Official use ONLY:	Done by (Initial)	Date
<input type="checkbox"/> Change has been made on student database system.		
<input type="checkbox"/> Change has been made on student's permanent record.		
<input type="checkbox"/> Form is attached to respective lecturer grade sheet.		
<input type="checkbox"/> Corrected copy of report card has been printed.		
Completed by : Signature: _____		



INDEPENDENCE JUNIOR COLLEGE

Savannah Road, Independence Village

OVERLOAD APPLICATION FORM

STUDENT NAME: _____ ID# _____

ACADEMIC PROGRAM: _____ DATE: _____

OVERLOAD COURSE CODE AND NUMBER _____ SEMESTER: _____

COURSE TITLE: _____ ACADEMIC YEAR: _____

REASON FOR REQUEST: _____

CUM GPA: _____

FULL TIME STUDENT

PART TIME STUDENT

Dean/Assistant Dean

Date

Academic Advisor

Date

Student

Date

Head of Programme

Date

1 Copy to student, 1 copy to Office, 1 copy to Dean



APPROVAL OF TRANSFER COURSES

This form is to be used for approval of any courses that a regularly-enrolled student or student on leave wishes to take at another college/university. **The form should be filled out before a course is taken.** Otherwise, the student risks the possibility of future difficulties with meeting program requirements.

An official transcript of credit must be sent to the Office within 15 days of the end of the semester at the institution where the course is completed. Complete three copies of this form.

STEP 1: To be completed by student:

STUDENT NAME: _____ **ID#** _____

ACADEMIC PROGRAM: _____

Courses will be taken at _____
Name of Junior College/University

COURSE NUMBER	COURSE TITLE	HOURS	SEM
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REASON: _____

STEP 2: To be completed by Academic Advisor: (Academic Approval)

I hereby certify and approve that the courses indicated above, totaling ___ credit hours and assuming a required grade, will be transferable to Independence Junior College and will fulfill the following requirement(s):

Note: Those courses approved for credit must be completed with a grade of “C” or better to be transferrable to Independence Junior College. The course/courses will be included on IJC official transcript as transfer course.

Dean/ Assistant Dean **Date** **Academic Advisor** **Date**

1 Copy to student, 1 copy to Office, 1 copy to Dean



**INDEPENDENCE JUNIOR COLLEGE
APPLICATION FOR DEGREE COMPLETION/GRADUATION CLEARANCE**

7. **Print Name**(as it appears on your **birth paper/passport**): _____

8. Name to appear on your diploma(if not as appears on I.D., attach evidence of change):

9. Mailing Address(where you are guaranteed mail delivery):

10. Current Phone #: _____ Current Email: _____

11. **Academic Program** being completed: _____

12. Date of Enrolment: _____(m/d/y)

13. Date of Expected Completion: _____(m/d/y)

Requirements for Graduation	Date approved:	Approved by:
Cleared all outstanding Tuition and Fees		
Cleared Graduation Fees		
Completed 15 hours Community Service		
Completed 4 hours Institutional Service		
Completed 30 hours of Seminar Sessions		
Pending Courses completed successfully		

OFFICIAL USE ONLY:

Date: _____

Dean's Signature: _____

STATUS: **APPROVED** for _____

NOT APPROVED

Please return **completed** form to the office.



ASSEMBLY ATTENDANCE RECORDS 2025-2026

Name: _____

Major: _____

#	Date	Topic	Advisor's Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

