

REGENT COLLEGE OF THE CARIBBEAN
Formerly Jamaica Bible College



PROGRAMME GUIDE

ASSOCIATE DEGREE IN BUSINESS STUDIES

REGENT COLLEGE OF THE CARIBBEAN

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ASSOCIATE DEGREE IN BUSINESS

PROGRAMME GUIDE

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MISSION STATEMENT

Regent College of the Caribbean is a Christ-centred educational institution that is committed to providing the highest quality training in theology and other disciplines, equipping students with the requisite knowledge, skills, attitudes and professionalism, through a cadre of highly trained and committed staff.

VISION STATEMENT

A premier Christ-centred educational institution, preparing students to be innovative professionals and transformational leaders in their communities and society.

PHILOSOPHY

We believe that the education provided by Regent College of the Caribbean must be geared towards preparing students to meet the needs of society and to demonstrate intellectual competence, integrity and professionalism at the highest level, as well as inspiring them to integrate faith, learning and living, thereby adopting standards consistent with Christian values, in order that they may positively impact society.

MOTTO

Omnia in Gloriam Dei

‘All for the glory of God’

INSTITUTIONAL GOALS AND OBJECTIVES

RCC's goals and objectives are orchestrated to accomplish our mission. Identifying our goals and setting specific objectives provide us with the standards by which we can measure our performance as an institution. Outlined below are our institutional goals and objectives.

Goal #1 To provide students with an education adequate to meet the demands of Christian Ministry, industry and society.

Objectives

1. Develop in students a commitment to scholarship that is consistent in its pursuit of truth, and is sensitive to the concerns of the Christian Church, the scholarly and educational community, and the society.
2. Educate students broadly for a life of moral and spiritual integrity, personal and social responsibility and a continued quest for wisdom and knowledge.
3. Conduct curriculum review at least every four years to ensure that our programmes remain relevant and hold market value.
4. Develop teaching plans with clearly defined learning outcomes.
5. Ensure facilitators are qualified and committed to the accomplishment of our goals and objectives.
6. Use technology as a facility to enhance course delivery.
7. Use reasonable and reliable assessment methods to evaluate the academic performance of students.
8. Provide opportunity for students to acquire practical experience and be able to apply theory to practice.

Goal #2 To provide adequate facilities and services to meet the needs of our students and create an environment tailored for success.

Objectives:

1. Make internet access and other technological facilities available for students.
2. Provide opportunity for students to engage in various extra-curricular activities.
3. Ensure adequate student support services are available for students (e.g. counselling).
4. Provide appropriate printed and digital resources for students (Library books, CDs, DVDs, etc.).
5. Ensure students are thoroughly informed about academic and administrative

matters (e.g. Exam dates, due date for tuition fees).

6. Provide positive and successful role models on faculty for students to emulate.
7. Facilitate a professional helping relationship between staff and students.
8. Provide opportunity for spiritual formation and personal development.

Goal #3 To maintain academic integrity and quality assurance

Objectives

1. Establish clearly defined quality assurance mechanisms.
2. Ensure students and faculty members are fully apprised of the College's assessment policy.
3. Ensure examination papers and other confidential documents are stored in a secured place.
4. Evaluate the performance of faculty members on a regular basis.
5. Create opportunities for faculty development.
6. Obtain and maintain the approval of the University Council of Jamaica.
7. Establish partnership with reputable academic institutions.
8. Demonstrate theological and business ethics.

PROGRAMME OVERVIEW

Regent College of the Caribbean's (RCC's) Associate Degree in Business Studies is a UCJ accredited programme that is designed to equip students with the cognitive, psychomotor, behavioural and attitudinal competencies to operate with effectiveness and efficiency in Business related areas.

Whether you are interested in getting into marketing, communication or advertising; human resource management, labour relations, or insurance; finance and banking, accounting, auditing, taxation or payroll management; entrepreneurship, business administration, international relations; project management or any other area in the vast field of business, this programme is designed for you.

Fast track your career with this Associate Degree in Business Studies and gain leverage in the job market.

PROGRAMME OBJECTIVES

Upon completion of the Associate Degree in Business Studies programme students will be able to:

1. Develop analytical, critical thinking, and interpersonal skills applicable to real-world problems.
2. Develop a foundation of business knowledge and technical skills that supports and facilitates life-long professional development.
3. Use critical thinking, creative and logical analysis skills, strategies, and techniques to solve complex business problems.
4. Implement and apply current technical solutions to business activities, systems, and processes.
5. Apply sound management principles of planning, organizing, coordinating, and decision making to business operations.

TARGET GROUP

- Persons who want to pursue a career in the field of business.
- Persons already working in the field of business and industry who are seeking to upgrade their qualifications.
- Persons who desire to contribute and create solutions for contemporary business problems.
- Entrepreneurs who want to have a knowledge of business management

PROGRAMME STRUCTURE

The Associate Degree in Business Studies programme has sixty-three (63) credit hours and has a duration of two years full-time and two and a half years part-time. This programme is offered both day and evening with flexibility to facilitate and meet the needs of our students. The categories of study include: Accounting, Business Administration, Economics, Humanities, Management, Marketing, Social Science, Biblical Studies, Psychological Studies, and Technological Studies.

Codes and Areas of Study

The two, three or four letter prefixes are used to indicate the categories of study (HM = Humanities). The first digit after the letters refers to the level of the course (HM1101= first year, BSAD2317=second year, 3 = third year, 4 = fourth year). The second digit refers to the semester in which the courses are normally scheduled (ACCT1207 = semester 2, 03 = semester 3 etc.) The last two digits refer to the sequencing of the course within the primary programme it is offered.

ACCT Accounting

1. ACCT1101 Financial Accounting
2. ACCT1207 Managerial Accounting
3. ACCT2312 Integrated Accounting

BS Biblical Studies

1. BS1104 Biblical Introduction

BSAD Business Administration

1. BSAD1106 Business Ethics
2. BSAD2421 Business Statistics
3. BSAD2317 Business Law

ECON Economics

1. ECON1210 Pre-Calculus
2. ECON2312 Business and Economic Calculus
3. ECON2314 Micro-economics
4. ECON2419 Macro-economics

ENTR Entrepreneurship

1. ENTR 2418 Entrepreneurship and Business Practice

HM Humanities

1. HM1101 Use of English I
2. HM1207 Use of English II
3. HM2314 Oral Communication

HRM Human Resource Management

- HRM 2423 Human Resource Management

MGMT Management

1. MGMT 2420 Principles of Management

MKTG Marketing

1. MKTG2315 Principles of Marketing

PSY Psychology

1. PSY1106 Introduction to Psychology

PS Practical Studies

1. PS2423 Work Experience

SS Social Science

1. SS1103 College Orientation
2. SS2315 Introduction to Sociology
3. SS2421 Caribbean Family Life
4. SS3642 Conflict Resolution

TECH Technology

1. TECH1209 Computer Application

PROGRAMME SEQUENCE

FIRST YEAR

CODES	Semester One	Cr.	CODES	Semester Two	Cr.
ACCT1101	Financial Accounting	3	ACCT1207	Managerial Accounting	3
SS1103	College Orientation	3	BS1104	Biblical Introduction	3
MGMT2420	Principles of Management	3	EONN1210	Pre-Calculus	3
HM1101	Use of English I	3	HM1207	Use of English II	3
BSAD1106	Business Ethics	2	TECH1209	Computer Application	3
PSY1106	Introduction to Psychology	3			
	TOTAL CREDITS	16		TOTAL CREDITS	15

SECOND YEAR

CODES	Semester One	Cr.	CODES	Semester Two	Cr.
ECON2312	Business and Economic Calculus I	3	BSAD2317	Business Law	3
ACCT2313	Integrated Accounting	3	ENTR2418	Entrepreneurship and Business Practice	3
ECON2314	Micro-economics	3	ECON2419	Macro-economics	3
MKTG2315	Principles of Marketing	3	BSAB2421	Business Statistics	3
HM23114	Oral Communication	3	XXXXXXX	Business Elective*	3
			PS2423	Work Experience	2
	TOTAL CREDITS	15		TOTAL CREDITS	17

Total Credits: 63

*Electives:

Codes	Course	Cr.
SS2315	Introduction to Sociology	3
SS2421	Caribbean Family Life	3
HRM2423	Human Resource Management	3
CM3642	Conflict Resolution	3

ADMISSION REQUIREMENTS

Applicants for the Associate Degree in Business Studies must have a minimum of five subjects including English Language and Mathematics at the Caribbean Examination Council (CXC) CSEC level at grade III or above (grade III after 1998). Applicant may be assessed for equivalent qualification or mature entry.

ACCREDITATION AND AFFILIATION

Regent College of the Caribbean is:

- Fully registered by the University Council of Jamaica (**UCJ**), the accreditation agency for tertiary institutions in Jamaica.
- A member of the Joint Committee for Tertiary Education (**JCTE**)
- A member of the Caribbean Area Network for Quality Assurance in Tertiary Education (**CANQATE**)
- A member of the Caribbean Evangelical Theological Association (**CETA**), the accreditation agency for Bible Colleges and Seminaries throughout the Caribbean.
- A member of the Evangelical Training Association (**ETA**).
- Partners with HEART Trust/NTA, the national training agency in Jamaica for technical and vocational education and training, by providing training and assessment for NCTVET courses.
- A registered independent School with the Ministry of Education.

COURSE DESCRIPTION

ACCT ACCOUNTING

ACCT1101 Financial Accounting (3)

Students will be introduced to accounting for different organizations, such as sole trader, partnership, company, non-trading entities, and manufacturing concerns.

ACCT1207 Managerial Accounting (3)

Students will be introduced to special accounts and accounting for limited liability companies, including financial analysis and issues of financial reporting.

ACCT2313 Integrated Accounting (3)

This course offers a practical application of accounting concepts utilizing Peachtree Complete. The course covers: accounts payable, accounts receivable, payroll, inventory, job costing, fixed assets, and time and billing features of Peachtree Complete.

BS BIBLICAL STUDIES

BS1104 Biblical Introduction (3)

This course is a general survey of the revelation, inspiration, canonization, transmission and content of God's written word, with emphasis on critical approaches.

BSAD BUSINESS ADMINISTRATION**BSAD1106 Business Ethics (2)**

This course provides an overview of what constitutes ethics and the way it functions within the workplace. Ethics and morality are contrasted and a variety of conflicts that can arise at the workplace are discussed.

BSAD2317 Business Law (3)

This course will enable students to understand the general and fundamental legal principles of operating within the business environment.

BSAD2421 Business Statistics (3)

This course is a study of statistical methods, descriptive statistics and inferential statistics. A problem solving approach will be used which focuses on proper interpretation and use of statistical information, while developing necessary understanding of the underlying theory and techniques.

ECON ECONOMICS**ECON1210 Pre-Calculus (3)**

Pre-calculus is an in-depth study of functions and a review of algebraic, geometric, and trigonometric principles, and techniques. Graphing calculators are used to explore, solve, and verify various functions, equations, and inequalities.

ECON2312 Business and Economic Calculus (3)

The course enables students to connect the principles and concepts of pre-calculus and to apply these to solve business problems and to further develop their decision making skills.

ECON2314 Micro-economics (3)

Economics affects every aspect of our daily lives; it teaches us a way of thinking and helps us to make decisions. Every decision companies and governments make, be it local or international, affects our lives. This course provides an understanding of the basics of scarcity, opportunity cost, demand and supply and broadens to matters of the various types of competition and their impact on ordinary goods and services.

ECON2419 Macro-economics (3)

Macro-economics is a method of looking at the overall impact of economics on society and society on economics. Macro-economics focuses on the bigger picture. It examines economy-wide phenomena such as changes in unemployment, national income, rate of growth, gross domestic product, inflation and price levels.

ENTR Entrepreneurship**ENTR2418 Entrepreneurship and Business Practice (3)**

This course is the study of the principle and practice of entrepreneurship. It will seek to develop students' awareness of the importance of entrepreneurship to the success of companies and countries alike. They will acquire the necessary skills to create new business ventures and be provided with the knowledge to launch their own business with the greatest chance for success.

HM HUMANITIES**HM1101 Use of English I (3)**

This course is designed to help students to develop and strengthen the skills that are needed to become more proficient and confident users of Standard English, whenever and wherever it is warranted. Strong emphasis will be on grammar and usage. Students will be given opportunities to practice the listening, speaking, and writing skills they develop.

HM1207 Use of English II (3)

This course is intended to expose students to advance language usage and communication skills with emphasis on critical thinking and writing. They will be provided with opportunities to develop analytical skills critical for effective communication which will help them to function effectively at the tertiary level as well as in leadership positions in the society.

HM2314 Oral Communication (3)

This course will give students a comprehensive knowledge base for understanding and appreciating human communication in a variety of contexts: interpersonal, small group and public speaking, while giving them opportunities for honing their communication skills in the aforementioned.

HRM HUMAN RESOURCE MANAGEMENT**HRM2422 Human Resource Management (Elective 3)**

This course is intended to expose students to the foundations of Human Resource Management. They will understand the functions of the HR department, appreciate the inter-relationship between HR functions, and apply HR concepts, tools and approaches within work situations.

MGMT Management**MGMT2420 Principles of Management (3)**

This course will introduce the concept of management to students by allowing them to understand how managers function and the range of decisions they have to make. It will also introduce them to the historical management theories that drive those decisions.

MKTG Management**MKTG2315 Principles of Marketing (3)**

This course provides an avenue for students to be exposed to the marketing process, strategies used in effective marketing and the different factors that influence marketing decisions.

PSY PSYCHOLOGICAL STUDIES**PSY1106 Introduction to Psychology (3)**

This course will introduce students to the general principles of human behaviour and allow them to appreciate how it impacts on social and business relationships. The course will cover approaches to the study of psychology, biological and development bases of behaviour, perception, personality, attitude, motivation and will assist students to distinguish between science and superstition that are so prominent in some cultural beliefs.

PS PRACTICAL STUDIES**PS2423 Work Experience (2)**

This course is designed to give students an opportunity to apply theory to practice and obtain first-hand experience in the area of business administration. Students are placed in various business organisations in the community.

SS SOCIAL SCIENCES**SS1103 College Orientation (2)**

This course exposes students to the unique challenges of adjusting to studying in a college setting. It is designed to increase students' performance in college by providing them with the academic, personal, and life management tools needed to function effectively and complete their course of study.

SS2421 Caribbean Family Life (elective 3)

This course is a study of the contemporary and historical structure and behaviour of the family in the Caribbean with reference to its origins, challenges, function and status in society past and present, with emphasis on the role and responsibility of the Church as well as the theological principles of family life.

SS2315 Introduction to Sociology (elective 3)

This course provides students with the opportunity to scientifically examine the human society and to develop an understanding of social systems and the role they play in shaping the consciousness of the individual.

SS3642 Conflict Resolution (elective 3)

This course is designed to introduce students to both different perspectives on conflict and different strategies for resolving conflict. Conflict will be explored in different contexts, including intergroup conflict, cross-cultural conflict, and international conflict, with an emphasis on interpersonal conflict. Students will be asked to reflect on their own style of conflict resolution and the pertinence of the material covered to play conflict resolution in their own lives. Course content include experiential learning and role.

TECH TECHNOLOGICAL STUDIES**TECH1209 Computer Application (3)**

This course introduces students to the basic skills of keyboarding and the basic components and functions of the computer through practical and theoretical applications. The course will expose students to the Microsoft Office suite applications: Word processing, Spreadsheet, Database, Desktop Publishing and Presentations.