

MUFFLES JUNIOR COLLEGE

CATALOGUE
2023 - 2024



The Muffles Junior College Catalogue contains general information regarding programs of study, fees, and related policies and procedures. Every effort has been made to make it as accurate as possible as of the date of publication; however, all policies, procedures and fees, as well as academic calendar dates, are subject to change as deemed necessary by the Management of the College.

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TABLE OF CONTENTS

1.	MESSAGE FROM THE DEAN	4
2.	GENERAL INFORMATION	5
	A. History	5
	B. The Sisters of Mercy	5
	C. Mission Statement	6
	D. Affiliations	6
	E. Campus Facilities	7
3.	ADMISSION	7
	A. Procedure	7
	B. Requirements	7
	C. Transfer of Credits	7
4.	ACADEMIC POLICIES AND PROCEDURES	8
	A. Course Load	8
	B. Registration	8
	C. Attendance	8
	D. Withdrawal	9
	E. Repetition of Courses	10
	F. Examinations	10
	G. Grade Reports	11
	H. Grading System	11
	I. Dean's Honour List	12
	J. Academic Requirements	13
	K. Academic Probation	13
	L. Graduation	13
	M. Maximum Time Frame for Program Completion	14

5.	FINANCIAL INFORMATION	14
6.	PROGRAMS OF STUDY	16
	A. Associate Degree in Business Science: Accounting	19
	B. Associate Degree in Business Science: Management	20
	C. Associate Degree in Business Science: Accounting and Management	21
	D. Associate Degree in Business Science: Economics and Management	22
	E. Associate Degree in Business Science: Information & Communications Technology and Management	23
	F. Associate Degree in Business Science: Tourism and Management	24
	G. Associate Degree in Humanities: Law	25
	H. Associate Degree in Humanities: Law and Psychology	26
	I. Associate Degree in Humanities: Law and Sociology	27
	J. Associate Degree in Humanities: Psychology and Sociology	28
	K. Associate Degree in Science: Biology	29
	L. Associate Degree in Science: Natural Resources Management	30
	M. Associate Degree in Science: Biology & Natural Resources Management	31
7.	COURSE LISTINGS AND DESCRIPTIONS	32
8.	SCHOOL CALENDAR	47
9.	BOARD OF GOVERNORS, ADMINISTRATION, FACULTY & STAFF	51

MESSAGE FROM THE DEAN

August 11, 2023

Dear MJC Student:

Welcome to Muffles Junior College!

You are now a member of the Muffles College family, and I invite you to immerse yourself in all the opportunities that will come your way as you pursue your Associate Degree with us.

MJC is not just an institution where you accumulate credits towards a degree. This would be cheating oneself out of a holistic education. Our most successful graduates have been those who were well rounded - active both in academic and co-curricular activities. As part of its mission, MJC strives to develop the total person. By this, we are saying that developing just the intellect is not enough. We must nurture a positive attitude in you and help you to live a life of spiritual and moral richness. But for this to happen, you must accept this invitation to become an even better person than you were yesterday.

Muffles Junior College is a young tertiary institution in Belize, and our graduates have been doing very well, both in institutions of higher learning and in the world of work. Your whole-hearted involvement at MJC can also pave your way towards that success that many of our graduates now enjoy. The administration, faculty and staff of Muffles Junior College see themselves as travelling companions on your journey from adolescence to responsible adulthood.

Make learning a lot of fun at MJC, and acquaint yourself with those things that are expected of you as a student of Muffles Junior College, a Catholic institution guided by the core values of the Mercy tradition - Compassion & Service; Educational Excellence; Concern for Women and Women's Issues; Concern for Youth; Global Vision and Responsibility; Spiritual Growth & Development; and Collaboration with Others.

I look forward to our forthcoming association!



Mr. Adrian G. Leiva
Dean

GENERAL INFORMATION

HISTORY OF MUFFLES COLLEGE

Muffles College is named after Father Joseph Meuffels who was assigned to Orange Walk in May 1900. With the death of his predecessor, Father Josephus Piemonte, in June of the same year, he began his twenty-one years pastorate of the Orange Walk Church. Father Meuffels was highly regarded by his people. He was responsible for the completion of present day La Inmaculada Church.

In response to a need to make secondary education available in the Orange Walk District, the Jesuit Community founded Muffles College in 1953. By 1959, Muffles College had evolved from being a two-year to a four-year co-educational high school. Given a nation-wide shortage of priests, the College came under the leadership of The Sisters of Mercy in 1967, switching to lay leadership ten years later.

Muffles Junior College opened its doors on August 24, 1992 with an enrolment of thirty-eight students pursuing Associate Degrees in Business Science. Twenty-two students made up its first graduating class on June 11, 1994. The junior college dream began to take shape through the combined effort of strong community and Government partnership begun in 1989. Just as the challenge to the need for accessible and affordable secondary education in the 1950s was answered, so too the community again responded to the new challenge to make tertiary education available and affordable in Orange Walk.

THE SISTERS OF MERCY

Catherine McAuley founded the Order of The Sisters of Mercy in 1831. She was a remarkable woman who once walked through the poorest sections of Dublin City, Ireland, and was stunned by what she found there: ignorance, neglect, and disease. Catherine was appalled by the all too visible helpless hunger and hopeless prejudice. The Irish poor had no way out, caught as they were in a bitter struggle of political-religious ideas and ideals that denied them food, freedom, property, and education. Catherine knew there was something she had to do, and so she started an institute of women religious who could bring to those in need the incomparable quality of God's mercy.

Catherine was a woman of compassion and prayer - socialite turned social worker, lady of fashion who lived among the poor, woman of wealth who had no money, activist who early learned the discipline of sanctity. She began her institute, the Religious Sisters of Mercy, with only seven co-workers. As founder of an Irish religious order, Catherine was thought unlikely to succeed, largely because a religious institute was never really her intent at all. She was approximately fifty years old when the Institute of The Sisters of Mercy was established. She lived only ten years after that uncertain beginning, and she found out very quickly that what she had thought a vast amount of inherited wealth - close to one million dollars in twentieth century currency - was pitifully inadequate for the needs of those who cried out in help. Ireland was in turmoil - bitter, deep, and divided. Dublin was split into religious, economic and socio-political

categories unalterably opposed to each other: Catholic - Protestant, poor - rich, underprivileged - influential.

Catherine began to launch the projects she had long envisioned: first to educate and care for the poor, and second, to provide a residence for her and others who might choose to work with her. She arranged to buy property on Baggot Street in Dublin. There she built, not a small house, but one large enough to carry out her plans. It was to be called the House of Mercy. Those who came to join Catherine lived austere: praying, teaching, and caring for the needy. Visitation of the sick in their homes began in 1828. Perhaps the idea of the first Mercy hospital sprang into existence when Catherine came home carrying a sick and abandoned child.

Around the world today, Sisters of Mercy still teach, still care for the sick, and still use their freedom to respond to new needs in the marketplaces of the twenty-first century. They influence politics and economics, ethics and moral theology. They counsel the doubtful and comfort the sorrowful. They speak out for justice. They support, influence, and take responsibility for difficult projects and controversial causes.

The first Sisters of Mercy in Belize arrived in the country on the morning of January 20, 1883 aboard the ship "City of Dallas". Earlier, in December 1879, two Jesuit priests visited the Motherhouse of The Sisters of Mercy in New Orleans, USA requesting the sisters to teach the children in Belize. Obstacles prevented the sisters from committing themselves to the request, although the sisters were deeply touched by the dire need for formal education in the British colony. In June 1882, however, the sisters had a more promising response, and on January 14, 1883, seven Sisters of Mercy set sail for Belize to establish the first convent of their institute between the Tropics and to establish schools.

The Sisters of Mercy in Belize have given much to this country, even outside the realms of education. Notwithstanding their dwindling numbers, they continue to sponsor St. Catherine Academy in Belize City and Muffles College High School and Muffles Junior College in Orange Walk Town.

MISSION STATEMENT

Muffles Junior College, a Roman Catholic Junior College under the auspices of The Sisters of Mercy, commits itself to quality education that is relevant to the needs of a Belizean society. It strives to develop the total person - spiritually, morally, psychologically, intellectually, emotionally, physically, and socially - in keeping with the teachings of Jesus and in the Mercy tradition. It also seeks to create, through active participation of all concerned, an environment of harmony, tolerance, and respect for individual differences.

AFFILIATIONS

Muffles Junior College is a tertiary level institution recognized by the Government of Belize. The College is also a member of ATLIB (Association of Tertiary Level Institutions in Belize) and CANQATE (Caribbean Area Network for Quality Assurance in Tertiary Education).

CAMPUS FACILITIES

Muffles Junior College is on a twenty-five acres campus situated 1.3 miles on the San Estevan Road, Orange Walk Town. Its main building, located at the entrance of the campus, houses eight classrooms, one computer science laboratory, one science laboratory, the faculty room, the administrative offices, and conference/dining facilities. Behind this main building is the students' events and recreational centre that also houses the students' food services facility.

ADMISSION

PROCEDURE

To apply for admission to Muffles Junior College, an applicant needs to:

1. Access the electronic admission application form through the MJC website: www.mufflesjuniorcollegebz.com
2. Complete and submit the application form on or before the stated deadline. If received after the deadline, the application is considered late, and a late application fee is levied. The admission application fee is payable at the time of registration.
3. Submit an official high school transcript to the Muffles Junior College office.

When all required documents have been received, the application is evaluated, and the applicant is informed in writing on the status of his/her application.

MJC reserves the right to review the case of any student who has been implicated in a criminal offence prior to admission to determine eligibility for admission and participation in co-curricular activities. At the time of application, students must disclose the final disposition of any past or pending judicial proceedings and submit any pertinent documentation.

REQUIREMENT

To be considered for admission to Muffles Junior College, an applicant must possess a diploma from a recognized four-year high school or a high school equivalency certificate from a recognized institution that proves the successful completion of secondary education. The applicant must have obtained a grade of 'C' or higher in Math and English in the final year of secondary school studies.

TRANSFER OF CREDITS

Students from another tertiary institution may transfer to Muffles Junior College. In order to receive credit for courses taken at another institution, an official transcript from the institution attended must be sent to Muffles Junior College. Transfer credits will not be accepted for courses in which a grade lower than a "C" has been received. The content of any course being considered for transfer to Muffles Junior College must be at least 80% equivalent to a related

course offered by Muffles Junior College. Additionally, no more than 33 credit hours will be allowed for work done at another institution.

Students of Muffles Junior College wishing to enrol for a course at another tertiary institution with the intention of transferring this course to Muffles Junior College must discuss this matter with the Dean beforehand. Transfer of credits from other institutions is not an automatic process.

ACADEMIC POLICIES AND PROCEDURES

COURSE LOAD

The maximum semester course load for students in non-science lab programs is eighteen credit hours. The maximum semester course load for students in science lab programs is twenty credit hours. Students enrolled for twelve credit hours or more are considered full-time students.

REGISTRATION

Muffles Junior College follows a two-semester system. After applications have been processed, a letter of acceptance is sent to all successful applicants. A registration day is scheduled before the beginning of every semester. A fee is levied for late registration.

ATTENDANCE

Absence

1. All students must attend scheduled classes and laboratories in order to maximize the benefits from their instructors' expertise and from exchanges with other students. Muffles Junior College recognizes that the student's responsibility is not solely for mastering a particular body of knowledge but for doing so in relation to the multiple social contexts which classes represent in miniature. Students are granted as many absences from a class as there are credit hours in that class; for example, they are granted a maximum of three fifty-minute sessions or two seventy-five minute sessions for a three-credits course. Most courses at Muffles Junior College are three-credits courses. This limit, however, should not be interpreted to mean that a student is entitled to a number of absences with just any reason. This rule serves as a guide to determine whether a student should be allowed to continue in the course without any academic penalty.
2. Under normal circumstances, a rest room break, not to exceed 10% of the session, is the only acceptable reason for a student to leave the classroom. A student who leaves the classroom to engage in any other activity (for example, to purchase and/or consume food, to use his/her cellular phone, or to socialize) shall not be allowed to return to class and shall be marked absent for the session in question.

3. Not being present during a session for more than 40% of the session constitutes an official absence. This is applicable to situations when a student leaves the room after the class has started.
4. When a student is absent, he/she must, within two working days after his/her return to classes, report the absence to the office and not to the instructor. The office documents this report. Instructors record all absences regardless of the reason(s) for absence.
5. When a student exceeds the number of absences allowed in a course without any justifiable reason, his/her grade will be dropped one level lower than the actual grade received at the end of the course. Upon the sixth absence in a course without any justifiable reason, a student shall be withdrawn from the course in question.
6. In the case where illness prevents a student from coming to school, the student will be required to present a doctor's certificate to administration for absence related to illness that requires more than two days away from school. In instances in which the duration of time away from school may hinder the student's academic progress, he/she may be directed to withdraw from school for re-admittance the following semester.
7. Two late arrivals equal one absence.

Lateness

1. A student who arrives late within the first twenty minutes of a fifty-minutes session and within the first thirty minutes of a seventy-five minutes session will be allowed in class only after he/she has reported the lateness at the office. Proof of the report will be a note from the office that will need to be presented to the instructor who will then record the lateness.
2. No student may enter a class after twenty minutes for a fifty-minutes session and thirty minutes for a seventy-five minutes session.
3. Not being present during a session for more than 10% and less than 40% of the session constitutes an official lateness to class. This is applicable to situations when a student leaves the room after the class has started.
4. A student who arrives to class after the scheduled start time is considered late.
5. Two late arrivals equal one absence.

WITHDRAWAL

A student who decides to withdraw from school during the semester is required to officially inform the College by filling out the proper form. If a student withdraws without officially notifying, he/she will obtain an "F" grade for each course taken during the semester in question, and this grade will remain in the student's permanent record. When a student withdraws

officially, only his/her accrued bills for the semester remain payable to the College. When a student withdraws without notifying, all bills and fees applicable to the semester remain payable to the College.

A student who decides to withdraw from a course during the semester is required to officially inform the College by filling out the proper form. A course withdrawal is a formal notification by a student of the decision to discontinue a course. Notification must be done before the deadline stated on the academic calendar. A student who withdraws from a course after the deadline stated on the calendar or who withdraws without notifying automatically receives an “F” for that course. If he/she notifies within the deadline, the student receives a grade of “WP” (withdrew passing) or “WF” (withdrew failing).

After the deadline stated in the school calendar to withdraw from school or from a course without academic penalty, the grade for any course shall be an “F” irrespective of official or unofficial withdrawal.

REPETITION OF COURSES

Students may repeat a course in which a grade of “D” or lower has been earned. The original grade earned remains on the student’s permanent record, but the higher grade is used to compute the student’s cumulative grade point average. A grade of “D” in English courses and all professional core courses is considered a failure, and students must repeat these courses to successfully complete their program of study.

EXAMINATIONS

Instructors include a test schedule in their course outlines, but they reserve the right to modify this schedule as deemed necessary. In both semesters, mid-semester examinations are given in all classes. Written examinations are given at the end of the semester in all courses except in those where the instructor deems a written exam impractical and for which the Dean has given approval to exempt the written examination.

A student who has maintained a grade of ‘A’ throughout a course shall be exempted from sitting the respective final examination if this final examination is comprehensive. When the final examination is assessing course material for the first time, the student must sit it even if he/she has maintained an ‘A’ in the course.

An instructor will give a make-up test only after administration has granted approval and after the student has paid a fee of \$30.00 to the office. This fee is disbursed to the instructor as payment for the extra work that a make-up test entails. Arrangements for make-up tests must be made within two working days after the test in question has been administered. The fee levied for a quiz is \$15.00. There are no make-up considerations for final examinations. Make-up for graded oral presentations shall be determined by administration on a case-by-case basis.

GRADE REPORTS

Reports of grades are provided at the mid-semester and at the end of each semester. Only end of semester grades are used in the computation of the student's grade point average. Mid-semester grades are given to indicate a student's progress during the semester.

GRADING SYSTEM

The College uses a letter grading system with quality point equivalents. The letter grades, their quality point equivalents, and their qualitative descriptions are as follows:

LETTER GRADE	QUALITY POINT EQUIVALENT	QUALITATIVE DESCRIPTION
A	4.0	Excellent
B+	3.5	Very Good
B	3.0	Above Average
C+	2.5	Average
C	2.0	Satisfactory
D	1.0	Below Average
F	0.0	Failure
I	0.0	Incomplete
WF	0.0	Withdrew Failing
WP	0.0	Withdrew Passing

EXCELLENT signifies the highest level of achievement in the subject and indicates an exceptional general competence and consistent ability in comprehension and interpretation.

VERY GOOD signifies a consistently high level of achievement in the subject and an intelligent fulfilment of course requirements in a manner that approaches the excellence of an 'A' grade.

ABOVE AVERAGE signifies a consistently high level of achievement and indicates that the course requirements have been fulfilled in an intelligent and above average manner.

AVERAGE signifies an acceptable degree of understanding and constant achievement.

SATISFACTORY signifies a basic understanding and a quality that satisfies graduation requirements in certain major subjects.

BELOW AVERAGE signifies a level of understanding and achievement that is below the minimum level expected of students. A grade of "D" in English courses and professional core courses will not count towards graduation, and students must repeat these courses to successfully complete their program of study.

FAILURE signifies an unacceptable level of understanding and achievement. Any course for which a grade of "F" has been attained must be repeated.

INCOMPLETE signifies that a course requirement has not been met. It is given only with the approval of the Dean and when, in the instructor's judgement, an emergency beyond the student's control has prevented the student from completing the final examination or other course requirements. "I" grades are converted to "F" grades if the requirements are not met one week after the final exam.

WITHDREW FAILING signifies that a student withdrew from a course while doing failing work.

WITHDREW PASSING signifies that a student withdrew from a course while doing passing work.

THE GPA (Grade Point Average)

A student's GPA for each semester is determined as follows:

1. Multiplying the quality point equivalent of the grade in each course by the number of credits assigned to the course.
2. Adding these products and dividing the total by the number of credits attempted in all courses during the semester.

For example, 18 hours of "B" grades would give 54 quality points; therefore, the GPA would be 3.00 (54 grade points earned divided by 18 semester hours attempted).

The number to letter grade conversion table is as follows:

100 - 90	A
85 - 89	B+
80 - 84	B
75 - 79	C+
70 - 74	C
65 - 69	D
64 - 0	F

Grade reports and transcripts are issued directly to students to safeguard confidentiality. A student who wishes to authorize another person to receive any of the above-mentioned academic documents on his/her behalf must submit a written and signed authorization to the office.

DEAN'S HONOR LIST

Full-time students who have obtained a grade point average (GPA) of 3.30 or higher on at least fifteen semester hours of work will be placed on the Dean's Honour List which is posted after each semester.

ACADEMIC REQUIREMENTS

Continuation of students who have demonstrated a lack of necessary ability, preparation, industry or maturity to make satisfactory progress is inconsistent with the purposes and responsibilities of Muffles Junior College. For this reason, and to maintain the academic standards of the institution, each student will be required to maintain a grade point average of 2.00 at the end of each semester. Failure to maintain a 2.00 will result in the student being placed on academic probation during the following semester.

ACADEMIC PROBATION

During the semester of academic probation, a student will not be allowed to enrol in more than fifteen credit hours of courses that count towards his/her associate degree. If, after the probation period, a student demonstrates a lack of adequate foundation for junior college level of study, he/she will be asked not to return at the beginning of the next semester.

GRADUATION

A student of Muffles Junior College has met graduation requirements when he/she has:

1. Completed the General Core requirements of the College with a minimum cumulative grade point average of 2.00;
2. Completed the Support Core requirements of the College with a minimum cumulative grade point average of 2.00;
3. Completed the Professional Core requirements of the program of study to which he/she has been accepted with a minimum cumulative grade point average of 2.00;
4. Attained a cumulative grade point average of 2.00 for all courses taken at Muffles Junior College;
5. Completed at Muffles Junior College at least 39 credit hours required for the degree; and
6. Fulfilled all financial and co-curricular obligations that pertain to the College.

Muffles Junior College holds one graduation ceremony per academic year. This ceremony is held on the last Sunday in May. It is meant to publicly acknowledge students' educational achievement; to this end, MJC expects students to attend graduation activities. A student who hasn't completed graduation requirements but who wishes to participate in the graduation ceremony must meet the following three conditions:

1. Have no more than two courses left to complete graduation requirements.
2. Have proof that the courses left can be completed before August of the same year.
3. Have an acceptable behavioural record.

For students completing their program of studies in May, the degree conferral date on the diploma and the degree completion date on the transcript will be the date of the graduation ceremony for the year in question.

For students completing their program of studies after May and before August, the degree conferral date on the diploma will be the date of the last graduation ceremony. The degree completion date appearing on the student’s transcript, however, will be the last Friday of the month when the last required course was completed.

For students completing their program of studies after July, the degree conferral date on the diploma will be the date of the next graduation ceremony. The degree completion date appearing on the student’s transcript, however, will be the last Friday of the month when the last required course was completed.

MAXIMUM TIME FRAME FOR PROGRAM COMPLETION

A student is expected to complete his/her Associate Degree within six years of initial enrolment. If the student has not met the course requirements for his/her respective Associate Degree after this time, all completed courses become null and void.

FINANCIAL INFORMATION

The school year is divided into two semesters: August to December and January to May. Tuition and fees are payable by the semester in advance. All fees must be paid by the first day of classes, but arrangements can be made for monthly payments towards tuition. All financial obligations to the College must be cleared before a student receives his/her semester grades and before enrolling for the following semester. There is no exception to this policy.

<u>Description</u>	<u>Amount</u>	<u>Payment Deadline</u>
Supplementary Fee	\$275.00 per semester	Registration day
Application Fee	25.00 one time only	Registration day
Campus Development Fee	50.00 per semester	First day of classes
Computer Science Laboratory Fee	100.00 per course	First day of classes
Educational Technology Fee	100.00 per semester	First day of classes
Graduation Fee	200.00 one time only	Last Friday before ceremony
Institutional Affiliations Fee	20.00 per annum	Registration day
Registration Fee	25.00 per semester	Registration day
Science Laboratory Fee	100.00 per laboratory	First day of classes
Security Fee	25.00 per semester	Registration day
Student Identification Card & Strap	20.00 per annum	Registration day
Student Services Fee	75.00 per semester	Registration day
Paper Fee	20.00 per semester	First day of classes
House T-Shirts	50.00 one time only	First day of classes
Tuition	30.00 per credit hour	First day of classes or by five monthly instalments

Notes:

1. The science laboratory fee applies to each semester for Biology students and to varying semesters for Natural Resources Management students.
2. The normal course load in any given semester is eighteen credit hours. Tuition therefore amounts to \$540.00 per semester (\$30.00 per credit hour). For Biology and Natural Resources Management students, the normal course load in a given semester may exceed eighteen credit hours; tuition therefore increases accordingly for that semester. If a student cannot make tuition payment by the first day of classes, he/she may make arrangements to pay in five monthly instalments. The first instalment is due on the first day of classes.
3. The Government of Belize partially assists with the payment of tuition of first-year students who have passed the required CSEC examinations and with the payment of tuition of all second-year students who end their first year with the required minimum GPA. A student loses GOB's tuition assistance if he/she does not maintain the required minimum GPA for any given semester.
4. All financial obligations to Muffles Junior College must be cleared before a student receives his/her semester grades and before enrolling for the following semester.
5. The above-mentioned fees do not apply to summer sessions. Fees levied for summer courses are posted during the latter part of the second semester.

REFUND POLICY

1. Students officially withdrawing from Muffles Junior College after paying fees for the semester will be issued a 100% refund for tuition and refundable fees provided the official withdrawal occurs no later than the official drop/add day.
2. Students who withdraw when the calculated percentage of completion is greater than 60% are not entitled to a refund of any portion of institutional charges.
3. No refunds for reduction in academic loads will be allowed unless such reduction is necessitated by schedule changes initiated by the College.
4. Students suspended or expelled for disciplinary reasons are not entitled to a refund of any deposits or fees paid.

It is the student's responsibility to withdraw officially in accordance with the respective College regulations set out in this catalogue.

Muffles Junior College Programs of Study

- Associate Degree in Business Science with a concentration in Accounting
- Associate Degree in Business Science with a concentration in Management
- Associate Degree in Business Science with concentrations in Accounting and Management
- Associate Degree in Business Science with concentrations in Economics and Management
- Associate Degree in Business Science with concentrations in Information & Communications Technology and Management
- Associate Degree in Business Science with concentrations in Tourism and Management
- Associate Degree in Humanities with a concentration in Law
- Associate Degree in Humanities with concentrations in Law and Psychology
- Associate Degree in Humanities with concentrations in Law and Sociology
- Associate Degree in Humanities with concentrations in Psychology and Sociology
- Associate Degree in Science with a concentration in Biology
- Associate Degree in Science with a concentration in Natural Resources Management
- Associate Degree in Science with concentrations in Biology and Natural Resources Management

SUMMARY OF ACADEMIC PROGRAMS

ACCOUNTING

This program provides a foundation for further study in accounting at pre-professional and professional levels. It provides opportunities for individuals to acquire relevant competencies, attitudes and values for the work environment and to develop an awareness of the social and ethical responsibilities of accountants and users of financial information regionally and internationally.

BIOLOGY

This program provides an understanding and appreciation of the concepts of life at all levels and hence leads to a greater respect and reverence for life. The interconnected web of life and the unique role of the human species are integral to the dynamic value of the biosphere. This program provides knowledge and skills about how to protect, sustain, conserve and improve the variety of life in the ecosphere. It also provides a foundation for persons wishing to pursue careers in biological, environmental, agricultural, medical, paramedical and applied science.

ECONOMICS

This program develops the understanding of how society provides for itself by making the most efficient use of scarce resources so that both individual and social welfare are improved. The program covers the study of households, firms, governments and international financial institutions, and advances logical, critical, and impartial thinking on a range of important economic issues. The knowledge gained from a course in Economics will be of life-long value and will also serve as preparation for further study or for careers in accounting, economics, finance or law. The program will also help those who wish to engage in activities that promote and contribute to the economic and social development of the Caribbean.

INFORMATION & COMMUNICATIONS TECHNOLOGY

This program is the study, design, development, implementation, support, and management of computer-based information systems, including software applications and computer hardware. It will enable students to use technology to participate in and contribute to the new technological world. They will become conscious of the impact of information and communication technologies and how the appropriate use of information technology can help to solve problems including those of an economic, social or personal nature. This program emphasizes the importance of information technology to the economic and social development of the region.

LAW

This program not only provides a foundation for persons who wish to embark on further study and training for entry into the legal profession, it also addresses the needs of other persons engaged in occupations requiring knowledge of the law, such as clerks, paralegals, administrators, managers, police, and other public officers. The program serves to inform

persons of their rights and obligations, to engage them in the study of law as a discrete discipline requiring analytical and problem-solving skills, and to inculcate in them certain positive values which are necessary in a civilized Caribbean society.

MANAGEMENT

This program adopts a comprehensive approach to management. Persons studying this subject will develop an understanding of the integrated nature of business organizations and the environment in which they operate. This program also provides opportunities for acquisition of prerequisite knowledge and skills necessary for further studies and career opportunities in the field of business.

NATURAL RESOURCES MANAGEMENT

This program provides a foundation for students wishing to pursue a career in natural resource management. It provides students with the necessary theoretical and practical skills in terrestrial and marine natural resource management. This program aims to provide students with the skills necessary to understand and develop solutions to the management of natural resources in Belize as well as providing a foundation for further studies.

PSYCHOLOGY

This program provides students with a broad, general background in scientific psychology. It is designed to prepare students for advanced study in psychology and in a diversity of other fields requiring knowledge of psychological principles. Students will be exposed to theories, research and applications of the discipline. This program provides a foundation for students wishing to pursue careers in public and private human services systems such as health, education, youth, substance abuse; and in personnel administration and general administrative work.

SOCIOLOGY

This program aims to provide persons with the necessary skills for an understanding of the structures, organization, and development of societies, particularly those in the Caribbean. It introduces them to the knowledge of the theories and basic research methods of Sociology, the sociological perspective, and the processes of social structural change with specific emphasis on the development and modernization of societies. It provides a foundation for persons wishing to pursue careers in social service agencies, criminal justice, public administration, business, urban planning, and law, among others.

TOURISM

The Caribbean being the most tourism-dependent region in the world, its future relies on the development of its human resources, on strengthening inter-sectoral linkages, and on managing tourism for sustainability. Students pursuing this program of study will benefit from exposure to the concepts and principles of tourism and their practical application to the business environment.

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH A CONCENTRATION IN ACCOUNTING**

To qualify for an Associate Degree in Business Science with a concentration in Accounting, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
ENG 203	Business Communication	3	
MT 225	Business Statistics	3	
RCH 101	Introduction to Research Methods	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
ACT 103	Intermediate Accounting I	3	
ACT 201	Intermediate Accounting II	3	
ACT 202	Cost Accounting	3	
ACT 203	Managerial Accounting	3	
BU 222	Business Law	3	
CPS 110	Business Computer Applications	3	
ECN 101	Principles of Economics	3	
FIN 201	Business Finance	3	
MGT 201	Business Management	3	
THY 201	Business Ethics	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH A CONCENTRATION IN MANAGEMENT**

To qualify for an Associate Degree in Business Science with a concentration in Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ANT 101	Introduction to Anthropology	3	
ENG 201	Critical Thinking and Writing	3	
RCH 101	Introduction to Research Methods	3	
SPN 105	Intermediate Spanish	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
BU 222	Business Law	3	
CPS 110	Business Computer Applications	3	
ECN 102	Principles of Microeconomics	3	
ECN 103	Principles of Macroeconomics	3	
ENG 203	Business Communication	3	
FIN 201	Business Finance	3	
MGT 201	Business Management	3	
MKT 201	Principles of Marketing	3	
MT 225	Business Statistics	3	
THY 201	Business Ethics	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH CONCENTRATIONS IN ACCOUNTING AND MANAGEMENT**

To qualify for an Associate Degree in Business Science with concentrations in Accounting and Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
ENG 203	Business Communication	3	
MT 225	Business Statistics	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
ACT 103	Intermediate Accounting I	3	
ACT 201	Intermediate Accounting II	3	
ACT 202	Cost Accounting	3	
ACT 203	Managerial Accounting	3	
BU 222	Business Law	3	
CPS 110	Business Computer Applications	3	
ECN 101	Principles of Economics	3	
FIN 201	Business Finance	3	
MGT 201	Business Management	3	
MKT 201	Principles of Marketing	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH CONCENTRATIONS IN ECONOMICS AND MANAGEMENT**

To qualify for an Associate Degree in Business Science with concentrations in Economics and Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

BU 222	Business Law	3	
ENG 201	Critical Thinking and Writing	3	
ENG 203	Business Communication	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
CPS 110	Business Computer Applications	3	
ECN 101	Principles of Economics	3	
ECN 102	Principles of Microeconomics	3	
ECN 103	Principles of Macroeconomics	3	
ECN 201	Intermediate Microeconomics	3	
ECN 202	Intermediate Macroeconomics	3	
ECN 203	International Economics	3	
FIN 201	Business Finance	3	
MGT 201	Business Management	3	
MKT 201	Principles of Marketing	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH CONCENTRATIONS IN INFORMATION & COMMUNICATIONS
TECHNOLOGY AND MANAGEMENT**

To qualify for an Associate Degree in Business Science with concentrations in Information & Communications Technology and Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
SPN 105	Intermediate Spanish	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ANT 101	Introduction to Anthropology	3	
ENG 201	Critical Thinking and Writing	3	
RCH 101	Introduction to Research Methods	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
ECN 101	Principles of Economics	3	
ENG 203	Business Communication	3	
MGT 201	Business Management	3	
MKT 201	Principles of Marketing	3	
ICT 101	Fundamentals of Info & Communications Tech.	3	
ICT 102	Computer Programming	3	
ICT 103	Photoshop & Desktop Publishing	3	
ICT 201	Networking & Telecommunications Technology	3	
ICT 202	Database Management Systems	3	
ICT 203	Website Development	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN BUSINESS SCIENCE
WITH CONCENTRATIONS IN TOURISM AND MANAGEMENT**

To qualify for an Associate Degree in Business Science with concentrations in Tourism and Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
SOC 101	Introduction to Sociology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
SPN 105	Intermediate Spanish	3	
RCH 101	Introduction to Research Methods	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

ACT 101	Principles of Accounting I	3	
ACT 102	Principles of Accounting II	3	
CPS 110	Business Computer Applications	3	
ECN 101	Principles of Economics	3	
ENG 203	Business Communication	3	
MGT 201	Business Management	3	
TRM 101	Introduction to Tourism	3	
TRM 102	Tourism Linkages with Key Sectors	3	
TRM 103	Sustainable Tourism	3	
TRM 201	Tourism Product Development	3	
TRM 202	Tourism Marketing	3	
TRM 203	Tourism Entrepreneurship	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN HUMANITIES
WITH A CONCENTRATION IN LAW**

To qualify for an Associate Degree in Humanities with a concentration in Law, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ANT 101	Introduction to Anthropology	3	
ENG 201	Critical Thinking and Writing	3	
RCH 101	Introduction to Research Methods	3	
SPN 105	Intermediate Spanish	3	Total 12 credit hours

PROFESSIONAL CORE

ECN 101	Principles of Economics	3	
ECN 102	Principles of Microeconomics	3	
ECN 103	Principles of Macroeconomics	3	
LAW 111	Caribbean Legal Systems	3	
LAW 113	Principles of Public Law	3	
LAW 114	Criminal Law	3	
LAW 201	Real Property	3	
LAW 202	Law of Tort	3	
LAW 203	Law of Contract	3	
SOC 101	Introduction to Sociology	3	
SOC 103	Social Institutions: Family, Religion & Education	3	
SOC 104	Social Stratification	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN HUMANITIES
WITH CONCENTRATIONS IN LAW AND PSYCHOLOGY**

To qualify for an Associate Degree in Humanities with concentrations in Law and Psychology, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

ANT 101	Introduction to Anthropology	3	
BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
RCH 101	Introduction to Research Methods	3	
SPN 105	Intermediate Spanish	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

LAW 111	Caribbean Legal Systems	3	
LAW 113	Principles of Public Law	3	
LAW 114	Criminal Law	3	
LAW 201	Real Property	3	
LAW 202	Law of Tort	3	
LAW 203	Law of Contract	3	
PSY 101	Introduction to Psychology	3	
PSY 102	History and Systems of Psychology	3	
PSY 103	Social Psychology	3	
PSY 201	Adolescent Psychology	3	
PSY 202	Developmental Psychology	3	
PSY 203	Abnormal Psychology	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN HUMANITIES
WITH CONCENTRATIONS IN LAW AND SOCIOLOGY**

To qualify for an Associate Degree in Humanities with concentrations in Law and Sociology, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ECN 101	Principles of Economics	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
ENG 203	Business Communication	3	
RCH 101	Introduction to Research Methods	3	
SPN 105	Intermediate Spanish	3	Total 12 credit hours

PROFESSIONAL CORE

LAW 111	Caribbean Legal Systems	3	
LAW 113	Principles of Public Law	3	
LAW 114	Criminal Law	3	
LAW 201	Real Property	3	
LAW 202	Law of Tort	3	
LAW 203	Law of Contract	3	
SOC 101	Introduction to Sociology	3	
SOC 103	Social Institutions: Family, Religion & Education	3	
SOC 104	Social Stratification	3	
SOC 201	Social Order, Social Control and Deviance	3	
SOC 204	Population and Development	3	
SOC 205	Poverty, Health and Environment	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN HUMANITIES
WITH CONCENTRATIONS IN PSYCHOLOGY AND SOCIOLOGY**

To qualify for an Associate Degree in Humanities with concentrations in Psychology and Sociology, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

ANT 101	Introduction to Anthropology	3	
BIO 105	Human Biology	3	
CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
RCH 101	Introduction to Research Methods	3	
SPN 105	Intermediate Spanish	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

PSY 101	Introduction to Psychology	3	
PSY 102	History and Systems of Psychology	3	
PSY 103	Social Psychology	3	
PSY 201	Adolescent Psychology	3	
PSY 202	Developmental Psychology	3	
PSY 203	Abnormal Psychology	3	
SOC 101	Introduction to Sociology	3	
SOC 103	Social Institutions: Family, Religion & Education	3	
SOC 104	Social Stratification	3	
SOC 201	Social Order, Social Control and Deviance	3	
SOC 204	Population and Development	3	
SOC 205	Poverty, Health and Environment	3	Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN SCIENCE
WITH A CONCENTRATION IN BIOLOGY**

To qualify for an Associate Degree in Science with a concentration in Biology, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
NRM 104	Fundamentals for Environmental Managers	3	
PSY 101	Introduction to Psychology	3	
THY 102	Spirituality, Morality, and Ethics	3	
			Total 24 credit hours

SUPPORT CORE

ANT 101	Introduction to Anthropology	3	
ENG 201	Critical Thinking and Writing	3	
SOC 101	Introduction to Sociology	3	
SPN 105	Intermediate Spanish	3	
			Total 12 credit hours

PROFESSIONAL CORE

BIO 110	Cell Biology	3	
BIO 110L	Cell Biology Laboratory	1	
BIO 111	Reproductive Biology	3	
BIO 111L	Reproductive Biology Laboratory	1	
BIO 112	Genetics, Variation, and Natural Selection	3	
BIO 113	Biochemistry	3	
BIO 201	Bioenergetics	3	
BIO 201L	Bioenergetics Laboratory	1	
BIO 202	Biosystems Maintenance	3	
BIO 202L	Biosystems Maintenance Laboratory	1	
BIO 203	Human Health and Disease	3	
CHM 101	General Chemistry I	3	
CHM 101L	General Chemistry Laboratory	1	
CHM 102	General Chemistry II	3	
CHM 102L	General Chemistry Laboratory	1	
NRM 202	Waste Management	3	
			Total 36 credit hours

Grand Total 72 credit hours

**MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN SCIENCE
WITH A CONCENTRATION IN NATURAL RESOURCES MANAGEMENT**

To qualify for an Associate Degree in Science with a concentration in Natural Resources Management, a student must satisfactorily complete 72 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
SOC 101	Introduction to Sociology	3	
SPN 105	Intermediate Spanish	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 24 credit hours

SUPPORT CORE

ECN 101	Principles of Economics	3	
ENG 201	Critical Thinking and Writing	3	
MGT 201	Business Management	3	
THY 201	Business Ethics	3	Total 12 credit hours

PROFESSIONAL CORE

BIO 110	Cell Biology	3	
BIO 110L	Cell Biology Laboratory	1	
BIO 113	Biochemistry	3	
CHM 101	General Chemistry I	3	
CHM 101L	General Chemistry Laboratory	1	
CHM 102	General Chemistry II	3	
CHM 102L	General Chemistry II Laboratory	1	
NRM 102	Introduction to Marine Ecology	3	
NRM 103	Introduction to Geology	3	
NRM 104	Fundamentals for Environmental Managers	3	
NRM 201	Protected Areas Management	3	
NRM 202	Waste Management	3	
NRM 203	Terrestrial Management Issues	3	
NRM 204	Environmental Assessment	3	Total 36 credit hours

Grand Total 72 credit hours

MUFFLES JUNIOR COLLEGE
ASSOCIATE DEGREE IN SCIENCE WITH CONCENTRATIONS IN
BIOLOGY AND NATURAL RESOURCES MANAGEMENT

To qualify for an Associate Degree in Science with concentrations in Biology and Natural Resources Management, a student must satisfactorily complete 76 credit hours of courses distributed as follows:

GENERAL EDUCATION CORE

CPS 101	Introduction to Computer Systems	3	
ENG 110	College English I	3	
ENG 111	College English II	3	
HIS 101	Studies in Belizean History	3	
MTH 110	College Algebra	3	
SPN 105	Intermediate Spanish	3	
THY 102	Spirituality, Morality, and Ethics	3	Total 21 credit hours

SUPPORT CORE

ENG 201	Critical Thinking and Writing	3	
MGT 201	Business Management	3	
SOC 101	Introduction to Sociology	3	Total 9 credit hours

PROFESSIONAL CORE

BIO 110	Cell Biology	3	
BIO 110L	Cell Biology Laboratory	1	
BIO 111	Reproductive Biology	3	
BIO 111L	Reproductive Biology Laboratory	1	
BIO 112	Genetics, Variation & Natural Selection	3	
BIO 113	Biochemistry	3	
BIO 201	Bioenergetics	3	
BIO 201L	Bioenergetics Laboratory	1	
BIO 202	Systems Maintenance	3	
BIO 202L	Systems Maintenance Laboratory	1	
BIO 203	Human Health and Disease	3	
NRM 102	Introduction to Marine Ecology	3	
NRM 103	Introduction to Geology	3	
NRM 104	Fundamentals for Environmental Managers	3	
NRM 201	Protected Areas Management	3	
NRM 202	Waste Management	3	
NRM 203	Terrestrial Management Issues	3	
NRM 204	Environmental Assessment	3	Total 46 credit hours
			Grand Total 76 credit hours

COURSE LISTINGS AND DESCRIPTIONS

ACT 101 Principles of Accounting I 3 credits

This course is designed for students to develop an understanding of what accounting is and to appreciate the principles and concepts of financial accounting and their application to business situations. The major units in this course are the nature and scope of the financial accounting cycle; the conceptual framework of accounting; recording changes in assets, liabilities, capital, revenues, expenses, and income; and internal control systems used to protect the assets of an organization.

ACT 102 Principles of Accounting II 3 credits

This course will enable students to understand and appreciate the role of financial accounting as an information system, which will be used as an aid in decision-making in changing economic and social environments. This course will focus on the forms of business organizations, accounting for changes in ownership structure, and preparation of the income statement and balance sheet. Prerequisite for ACT 102: ACT 101 with a grade of “C” or higher.

ACT 103 Intermediate Accounting I 3 credits

This course is designed for students to develop an understanding and appreciation of the existence and use of selected accounting standards and rules and conventions for the preparation, analysis and reporting of financial information. The focus of this course includes disclosure requirements, preparation of financial statements, interpretation of ratio analysis, and liquidation and receivership.

ACT 201 Intermediate Accounting II 3 credits

This costing principle course is designed for students to understand the principles and methods of cost and management accounting and develop the ability to select, order, analyze, and present information in an appropriate accounting form to practical business situations. This course will focus on the importance and role of costing and management accounting, flow of cost for manufacturing enterprises, and elements of cost. Prerequisite for ACT 201: ACT 103 with a grade of “C” or higher.

ACT 202 Cost Accounting 3 credits

This costing system course is designed to enable students to evaluate economic, legal, social, and technological factors and present reasonable explanations and understandable implications, and to effectively communicate them in a logical and clear manner for proper decision-making. It will focus on job costing, process costing, comparing, contrasting, and computing activity based costing, applying traditional costing methods to service sector costing, and comparing marginal and absorption costing. Prerequisite for ACT 202: ACT 201 with a grade of “C” or higher.

ACT 203 Managerial Accounting 3 credits

This course is designed for students to understand and appreciate the importance of qualitative characteristics and techniques developed in cost and management accounting for planning activities and controlling operations that are necessary in the decision-making process. It will focus on objectives and roles of budgeting, concepts of standard costing and of taxation, and the process of establishing standards as well as the short-term and the long-term decision-making.

ANT 101 Introduction to Anthropology 3 credits

This course is an introduction to the cross-cultural study of human behaviour and society. Topics will include economic and social organizations, marriage and family, culture, personality and religion. This course examines the way cultures meet the common and distinct needs of societies. Particular emphasis is placed on the cultures of the various ethnic groups in Belize.

BIO 105 Human Biology 3 credits

This course will familiarize the student with the human body. The structures and function of the human body will be explored. The focus of the course will be on the interdependence of the processes in maintaining the body in a healthy state.

BIO 110 Cell Biology 3 credits

This course exposes students to the following: the ultrastructure of eukaryotic and prokaryotic cells; the structure of cell membranes and the transport of materials across membranes; the structure of chromosomes, the cell cycle, and nuclear and cell division; and cells as the basic units of living organisms, grouped into tissues and organs.

BIO 110L Cell Biology Laboratory 1 credit

In this course students will conduct laboratory exercises to reinforce subject matter. They will develop an understanding of the functions of the different parts of the light microscope; make drawings of typical animal and plant cells as seen under the light microscope; describe and interpret drawings and electron micrographs of the structure of membrane systems and organelles of typical animal and plant cells; make plan drawings to show the distribution of tissues within an organ, such as the dicotyledonous root; investigate the effects on plant cells on immersion into solutions of different water potentials and draw diagrams showing the different phases of mitosis and meiosis. (*Taken concurrently with BIO 110*)

BIO 111 Reproductive Biology 3 credits

In this course, students should demonstrate an understanding of: asexual reproduction and vegetative propagation; principles of tissue culture in plants and cloning of animals; sexual reproduction in the flowering plant; seed formation and germination; sexual reproduction in humans; and prenatal development and birth in humans. (*Taken concurrently with BIO111L*) Prerequisites for BIO 111: BIO 110 and BIO 110L with a grade of 'C' or higher.

BIO 111L Reproductive Biology Laboratory 1 credit

In this laboratory course students will examine the mechanisms of asexual reproduction in unicellular and multi cellular organisms. They will observe adaptations for pollination in flowering plants, seed development, and germination. Mammalian reproductive systems will be examined under the light microscope to identify the stages of gametogenesis. (*Taken concurrently with BIO 201*) Prerequisites for BIO 111L: BIO110 and BIO110L with a grade of 'C' or higher.

BIO 112 Genetics, Variation and Natural Selection 3 credits

In this course, students should demonstrate an understanding of the structure of nucleic acids and their roles in protein synthesis and nuclear division; the patterns of inheritance; selected aspects of genetic engineering and its medical, agricultural, environmental, ethical and social implications; and the genetic basis of variation and its importance in natural selection. Prerequisite for BIO 112: BIO113 with a grade of 'C' or higher.

BIO 113 Biochemistry 3 credits

This course exposes students to the following: the structure and properties of water and inorganic ions; the structure, properties and roles of carbohydrates, proteins, and lipids in living organisms; and the properties of enzymes and mechanisms of enzyme action. (*Taken concurrently with BIO 110L*)

BIO 201 Bioenergetics 3 credits

This course deals with the process of photosynthesis and its role in transforming light energy into chemical energy in the form of Adenosine Triphosphate (ATP); the process of cellular respiration and its role in producing ATP; the transport of water, mineral ions, and organic solutes in vascular tissues of plants; and the hormonal control of growth and responses in plants. (*Taken concurrently with BIO 201L*) Prerequisites for BIO 201: BIO 113 with a grade of 'C' or higher.

BIO 201L Bioenergetics Laboratory 1 credit

In this laboratory course students will conduct experiments in the topics of photosynthesis, cellular respiration, transport in plants, and plant responses. (*Taken concurrently with BIO 201*) Prerequisites for BIO 201L: BIO113 with a grade of 'C' or higher.

BIO 202 Biosystems Maintenance 3 credits

This course deals with the organization, structure and transport function of the mammalian circulatory system; the concept of homeostasis and hormonal action; the role of the kidneys as excretory and regulatory organs; and the role of the nervous system in systems maintenance. (*Taken concurrently with BIO202L*) Prerequisites for BIO 202: BIO110 and BIO110L with a grade of 'C' or higher.

BIO 202L Biosystems Maintenance Laboratory 1 credit

In this laboratory course students will conduct experiments that deal with aspects of the human circulatory system, the human excretory system, homeostasis, and the human endocrine and nervous systems. (*Taken concurrently with BIO 202*) Prerequisites for BIO 202L: BIO110 and BIO110L with a grade of 'C' or higher.

BIO 203 Human Health and Disease 3 credits

This course looks at: the concepts of health and disease, the categories of diseases, and the distribution of diseases; the importance of diet and exercise on health; the causes, transmission, effects on the body, and prevention and control of infectious diseases; the mechanisms of immune responses to infectious diseases; and the physical, psychological, and socio-economic impacts of drugs and drug abuse. Prerequisites for BIO 203: BIO110 and BIO 110L with a grade of 'C' or higher.

BU 222 Business Law 3 credits

This course is aimed at developing an understanding of business law. The nature and development of English and Belizean law are covered in this course. It places particular emphasis on the law of tort and contract law. In addition, students will be exposed to agency property, bankruptcy, wills, estates, trusts, and government regulation.

CHM 101 General Chemistry I 3 credits

This course looks at the properties of matter; the structure of atoms, molecules, and ions; chemical periodicity; types of chemical bonding; the mole concept, chemical formulae and equations; types of chemical reactions; the properties of acids, bases, and salts; and principles of energetics and thermodynamics. (*Taken concurrently with CHM 101L*)

CHM 101L General Chemistry Laboratory 1 credit

In this laboratory course students will carry out investigations in the following topics: the states of matter; properties of elements and compounds; types of chemical reactions; stoichiometry of chemical reactions; the reactions of acids, bases, and salts; and principles of energetics and thermodynamics. (*Taken concurrently with CHM 101*)

CHM 102 General Chemistry II 3 credits

This course looks at: energetics and principles of thermodynamics; chemical kinetics, reaction rates, the rate expression, reaction orders, and catalysts; chemical equilibrium, the equilibrium constant, phase and gas equilibrium; theories of acidity, dissociation of strong and weak acids, acid-base titrations; and redox reactions and electrochemistry. (*Taken concurrently with CHM 102L*) Prerequisites for CHM 102: CHM 101 and CHM 101L with a grade of 'C' or higher.

CHM 102L General Chemistry II Laboratory 1 credit

In this laboratory course students will perform experiments that deal with: energetics and thermodynamics; chemical kinetics; chemical equilibrium; acid-base titrations; redox reactions; and electrochemistry. (*Taken concurrently with CHM 102*) Prerequisites for CHM 102L: CHM 101 and CHM 101L with a grade of ‘C’ or higher.

CPS 101 Introduction to Computer Systems 3 credits

This is a required course for all students entering junior college. This course serves as an introduction to fundamental computer concepts and techniques in using computers and information systems at the junior college level. Students will gain knowledge about hardware, software, business systems, networks, internet and other relevant areas pertaining to today’s evolving technological world. This course also contains practical assignments in word processing, spreadsheets, presentations and databases designed to teach students the necessary skills required by today’s computerized work environment.

CPS 110 Business Computer Applications 3 credits

This course is designed for students in the business-oriented programs. This course is designed to develop competence and confidence in the selection and use of productivity tools like desktop publishers, presentation software, advance word processors, advance spreadsheets, database management systems, and web development tools to solve real-life problems. Secondly, it is designed to demonstrate the application of a variety of general-purpose software tools so as to develop a competence in interpreting information to assist in informed decision making and to present information in an appropriate manner. Prerequisite for CPS 110: CPS101 with a grade of “C” or higher.

ECN 101 Principles of Economics 3 credits

This one semester course allows individuals to develop a thorough understanding of the general nature of economics as it relates to history, the study of resources, scarcity, choices, opportunity cost, utility, demand and supply, markets, equilibrium, elasticity, production, profit maximization, market structures, economic shocks, fiscal and monetary policies, the circular flow, the business cycle, GDP, unemployment, inflation, international trade, exchange rates, standard of living, welfare, money and finance.

ECN 102 Principles of Microeconomics 3 credits

This one semester course allows individuals to develop an in depth understanding of market structures and their operations in the economy. It equips students with conceptual knowledge that readily allows them to identify characteristics, strengths, weaknesses, and examples of each. This course further acquaints students with the concept of economic efficiency, market failure and its causes, and various measures that can be adopted to help eliminate market failure.

ECN 103 Principles of Macroeconomics 3 credits

This course exposes students to the nature of macroeconomics and focuses on topics such as national income, classical models of the macro economy, the consumption function, the basic Keynesian models, and investment.

ECN 201 Intermediate Microeconomics 3 credits

This one semester microeconomics course focuses on the foundations of the analysis of microeconomic decision-making, such as game theory and competitive strategy, markets for factor inputs, investment and capital markets, market failure, and the role of government. It further acquaints students with the concept of markets with asymmetric information and decision-making with incomplete information. Prerequisite for ECN 201: ECN 102 with a grade of “C” or higher.

ECN 202 Intermediate Macroeconomics 3 credits

This course allows students to understand the underlying principles of money, demand, and supply, to appreciate the role of the Central Bank in the economy, to understand monetary and fiscal policy and their application, and to understand the nature and burden of the national debt. Prerequisite for ECN 202: ECN 103 with a grade of “C” or higher.

ECN 203 International Economics 3 credits

This course focuses on growth, development, and international economic relations. Topics covered include international trade, economic integration, balance of payments, exchange rates, international institutions, foreign direct investment, and globalization.

ENG 101 Fundamentals of College English 3 credits

This is a course required of beginning students whose ATLIB Examination results and high school transcript indicate the need for additional preparation in English Language skills expected at college level. It gears toward strengthening students speaking, reading and writing skills. As a preparatory course, it does not count towards any associate degree program at Muffles Junior College.

ENG 110 College English I 3 credits

This course enhances the student’s ability to gather and process information using a variety of modes and strategies. It develops skills of analysis and encourages critical evaluation of a wide range of oral and written material, focusing on the effect of source, context, and medium on the reliability and validity of information.

ENG 111 College English II 3 credits

This course is designed to develop and strengthen students' abilities to use the structures of English correctly and appropriately so that they are prepared to communicate ideas to a specific audience in an organized, fluent, accurate, precise, clear and confident manner. While the course offers an understanding and appreciation for the English language as an instrument for educational, social, personal and vocational growth, it also focuses on developing the necessary communication skills needed to enter the community, the workplace and higher levels of education as an informed and engaged citizen, employee and student. Prerequisite for ENG 111: ENG 110 with a grade of “C” or higher.

ENG 201 Critical Thinking and Writing 3 credits

This course will use various artefacts such as critical essays, advertisements, movies, poetry, short stories, music, pop culture and novels to facilitate students in identifying the rhetorical and literary devices used to create these works. It is designed to facilitate students in the development of the critical reading, writing, and thinking skills. As critical thinkers and writers, students will display organized critical thinking skills that will be used to research, comprehend, analyze, synthesize, critique, and argue ideas in literature, current events, culture, technology and other topics. Prerequisite for ENG 201: ENG 111 with a grade of “C” or higher.

ENG 203 Business Communication 3 credits

This course allows students to understand the basic elements of communication. It introduces the principles of effective writing and effective speech. It also integrates ever-changing communication technology that affects methods and media of organizational and personal communication.

FIN 201 Business Finance 3 credits

This course deals with the roles and functions of finance and accounting in the management of business in a global environment. It focuses on the impact of changes in trade, finance and accounting procedures on the overall operations of business and focuses on appraising different types of business investments. It also allows students to develop skills to analyze cases related to problems in finance and accounting.

HIS 101 Studies in Belizean History 3 credits

Socrates exhorted, “Know thyself.” Knowing oneself includes knowing the environment and the country. Where have we come from? Where are we as a nation at this time? How have we gotten here? Who are we? This course will attempt to answer these questions for us. It will journey from 15th century Europe (The Age of Discovery) to present day Belize.

ICT 101 Fundamentals of Information & Communications Technology 3 credits

This course serves as an introduction to fundamental computer concepts and techniques in using computers and information systems for the ICT core courses. Students will gain knowledge about hardware, software, business systems, networks, the Internet and other relevant areas pertaining to today's evolving Information Technology world. This course also contains practical assignments in MS Windows installation, MS Office installation, software driver installation, basic computer/laptop troubleshooting and other pertinent software options used in the maintenance and upkeep of today's computer environment.

ICT 102 Computer Programming 3 credits

This course serves as an introduction to the fundamentals of computer programming. Students will gain knowledge about the entire process of programming, beginning from the problem-solving process, then using data flow diagrams and algorithms to developing pseudocode which ultimately will be used to create actual code in today's programming environment. The student will be introduced to various PC and web-based programming interfaces using today's most common programming languages, namely, JAVA and PYTHON.

ICT 103 Photoshop and Desktop Publishing 3 credits

This course serves as an introduction to fundamentals of photoshop software and desktop publishing. Students will gain knowledge about image editing and processing techniques using mainly Adobe Photoshop software. Logo development, image and text animation are also part of this course. This course will also deal with desktop publishing using MS Publisher to create brochures, flyers and other relevant desktop publishing documents in today's modern office environment.

ICT 201 Networking & Telecommunications Technology 3 credits

This course serves as an introduction to fundamental concepts and applications in computer networks and telecommunications. Firstly, students will be introduced to the fundamental building blocks that form modern networks, such as the OSI Model, protocols, topologies, LAN hardware, LAN operating systems, LAN security issues, WAN architecture, and the Internet. Secondly, students will be introduced to the telecommunication ecosystem and infrastructure covering topics such as transport and transmission types, fixed and mobile access network technologies, virtualization and service environments among others. This course contains theoretical and practical assignments that will provide a hands-on basics of networking devices such as cables, hubs and switches, routers, and servers and clients.

ICT 202 Database Management Systems 3 credits

This course serves as an introduction to the fundamentals of Database Management Systems. This course deals with understanding the evolution of database systems. Students will cover the theoretical basis of the foundation of databases and hence apply that knowledge in developing and using relational databases. This course contains theoretical and practical assignments that

will focus on the database design life cycle, while in the labs students learn to develop and manipulate an actual relational database using queries, forms, and reports.

ICT 203 Website Development 3 credits

This course serves as an introduction to fundamental concepts and techniques in developing websites and using web-based resources. Students will gain knowledge about html, the foundation language of webpages. This course contains theoretical and practical assignments in constructing webpages using html and css. Moreover, the student will learn to use Internet based technologies to develop a content-based website using google sites and incorporate all website building block features available such as using templates, adding video, slides, forms, etc. within the website.

LAW 111 Caribbean Legal Systems 3 credits

This course enables students to understand the varying ideas and thoughts about the nature and sources of law, appreciate the complex nature of law, understand the dynamic roles and functions of courts in changing societies, and develop skills in applying legal principles to a given set of facts.

LAW 113 Principles of Public Law 3 credits

Upon completion of this course, students will be able to understand the overall concept of public law, comprehend the principles of public law and develop skills in applying legal principles to real-life situations. Major topics include the Constitution, the Ultra Vires Doctrine, and the Principle of Judicial Review.

LAW 114 Criminal Law 3 credits

This course allows students to understand and appreciate the basic principles of criminal law, to develop skills in applying knowledge of criminal law to solve problems in a logical and analytical way using case material and statute where relevant, to develop skills in evaluating the reform and development of criminal law especially as it relates to certain offences including juvenile offenders, and to recognize the importance of criminal law in society.

LAW 201 Real Property 3 credits

This course will allow students to understand how interests in property are acquired, to understand the rights and obligations of owners of real property, and to develop skills in applying the principles of the Law of Real Property in the context of the issues arising in real life. Major topics include interests in land, types of tenure, transfer of interests, and remedies to affirm title.

LAW 202 Law of Tort 3 credits

This course focuses on the concepts of civil liability for wrongful conduct, the ability to evaluate alternative schemes for compensating victims of wrongful conduct, and the ability to apply skills

of analysis and critical evaluation to a wide variety of material such as law reports, statutes, legal journals and the reports and working papers of law revision committees impacting on the Law of Tort.

LAW 203 Law of Contract 3 credits

This course enables students to understand and analyze the theories and concepts which shape the formation and development of the law of contract; to appreciate the process of legal reasoning; to appreciate how the law operates and is applied to protect individual rights and to enhance commercial dealings; and to develop skills in applying law to facts in order to solve problems through the appropriate use of precedents, analogy and other analytical methods.

MGT 201 Business Management 3 credits

This course provides an understanding of the nature and scope of the business along with its role in society. It acquaints students with the functions of different business organizations and its interaction with factors of the environment in which it operates. It focuses on decision making and the factors that affect its process as well as the tools used to make decisions.

MKT 201 Principles of Marketing 3 credits

This course focuses on the concept of marketing and its role in society. It allows students to appreciate the role of marketing as a management function and provides exposure to the principles of marketing management. It also enables students to develop an awareness of the impact of the environment on marketing.

MT 225 Business Statistics

This course gives students a conceptual introduction to the field of Statistics and its application in Business and Economics. Statistical tables and computer software will be introduced and will serve as important tools in the analyzing and interpreting of statistical data.

MTH 110 College Algebra 3 credits

This course is designed to cover the basic concepts of College Algebra as a mathematical tool needed to further work in areas such as Statistics and Economics. The main topics include a review of basic algebraic properties, the Remainder Theorem, solving linear, quadratic, exponential and logarithmic equations and inequalities in one and two unknowns (and their graphs) and understanding complex numbers, sequences and series.

NRM 102 Introduction to Marine Ecology 3 credits

This course covers global and local marine ecosystems and the environmental issues affecting these ecosystems. Saltwater ecosystems are studied in order to understand the importance of these systems to human existence. The role of symbiotic relationships among marine organisms is also examined in order to analyze the human impacts on marine ecosystems and ways in which

these impacts can be mitigated. Knowledge, practical and analytical skills are developed through interpretation of data and analysis of tables, charts and graphs.

NRM 103 Introduction to Geology 3 credits

This course covers all aspects of physical geology. Origin and formation of rocks and minerals are examined. The importance of geological processes, such as the rock cycle and tectonic cycle, to the formation of rocks and mineral is emphasized. The physical, environmental and economic importance of these processes is studied in order to understand how these minerals and rocks are prized by humans. The environmental and socio-economic impacts of use of geologic materials by humans is discussed in order to identify successful management practices of these resources. Knowledge, practical and analytical skills are developed through interpretation of data and analysis of tables, charts and graphs.

NRM 104 Fundamentals for Environmental Managers 3 credits

Fundamentals for Environmental Managers is an introductory level natural resource management course intended to provide students with a general introduction to environmental science and conservation concepts with an emphasis on sustainability. Basic principles of ecology and management of natural resources will be analyzed with emphasis on global, regional, and local examples of human and ecosystem interactions. Ecological structure, function and dynamics of the earth's ecosystems will be linked to sustainable development.

NRM 201 Protected Areas Management 3 credits

This course allows students to understand the multiple threats to the environment and the need for establishing protected areas. Students will also be taught concepts, techniques and guidelines critical for the management of protected areas. Students will also be exposed to the legislative and institutional support in protected areas management. Students will learn the stages in the planning process for protected areas management. In addition, tools and techniques, such as research and monitoring, for implementing protected area management will also be emphasized. Students will also be familiarized with established and proposed protected areas in Belize.

NRM 202 Waste Management 3 credits

A survey of waste problems that confront modern societies, including sources, effects, and local and international magnitudes, is given for each major waste category. Control measures, reduction strategies, recycling and reuse industries are explored, and their relevance to Belize and the region is discussed. This course will examine the waste problems within the world, the region and Belize. Students will examine the characteristics and composition of many different kinds of waste, drawing on a range of information from the internet to the local dump and garbage cans. They will also be looking at historical and current trends in waste generation. They will investigate some of the many solutions to waste issues, including composting, bioremediation, recycling, reuse and reduction. This course will focus on applying waste management solutions at community level.

NRM 203 Terrestrial Management Issues 3 credits

This course covers general principles in terrestrial ecology leading to an understanding of processes that govern the interactions between humans and terrestrial ecosystems such as wetlands and rainforests. A detailed study of terrestrial ecosystems is undertaken in order to understand issues affecting terrestrial ecosystems such as those created by our social and economic systems with the aim of discussing possible solutions. Analysis of current land use legislation as well as anthropogenic impacts associated with agriculture, aquaculture, urbanization, forestry, tourism and industry is undertaken. Knowledge, practical and analytical skills are developed through assessment and monitoring of terrestrial ecosystems and interpretation of data and analysis of tables, charts and graphs relating to emerging issues such as desertification.

NRM 204 Environmental Assessment 3 credits

This course covers the historical development of environmental impact assessment (EIA) both regionally and globally. It examines the purpose of environmental impact assessments and the composition of EIA's. The importance of social impact assessments and public involvement are emphasized. Existing legislation with regards to EIA's are analyzed in order to determine strengths and weaknesses in regulatory structure. Knowledge, practical and analytical skills are developed through interpretation of data and analysis of tables, charts and graphs as well as existing EIA documents.

PSY 101 Introduction to Psychology 3 credits

This foundation course is designed to introduce the fundamentals of human behaviour most commonly studied by psychologists, the methods used to study behaviour, current theories and professional duties. It examines stages of development from infancy to old age with emphasis on adolescent and personality types.

PSY 102 History and Systems of Psychology 3 credits

This course addresses a wide range of developments in psychology. It covers the significant movements, theories and individuals who have contributed to contemporary psychology. Topics of focus include structuralism, functionalism, behaviour, Gestalt psychology, and psychoanalysis.

PSY 103 Social Psychology 3 credits

This course addresses how people think, feel, relate, and influence others. Students will study an overview of the methods and research findings of social psychology. The emphasis is on the experimental analysis of various related topics such as perception, interpersonal attraction, pro-social behaviour, aggression, social exchange, and group behaviour.

PSY 201 Adolescent Psychology 3 credits

This course covers the basic process and principles involved in the growth and change of adolescence, including a description of the physiological and social factors that contribute to development, according to the major theories of developmental, cognitive, and social psychology.

PSY 202 Developmental Psychology 3 credits

This course examines the basic process and principles involved in the growth and change of individuals from conception through old age. It utilizes the major theories of developmental psychology, particularly Erickson, Freud and Kagan, in order to provide a description of the physiological and social factors of development.

PSY 203 Abnormal Psychology 3 credits

This course is designed to introduce major topics in clinical psychology. The content includes historical theories as well as contemporary research findings. By the end of the course, students should be more sensitive to issues that relate to psychological dysfunction, and more familiar with the industry of mental illness and its impact on individuals and society.

RCH 101 Introduction to Research Methods 3 credits

This course familiarizes the student with the following research activities: formulating researchable topics; survey of the literature; conceptualization of research proposals including theoretical background, hypotheses, and statements for empirical research; data gathering strategies such as participant observation; questionnaires, interviews, archival research, and indirect methods; evaluation research and policy implications; data processing and data analysis including descriptive and inferential statistics; and report writing and strategies for disseminating information.

SOC 101 Introduction to Sociology 3 credits

Human beings are inextricably connected to one another; therefore individuals must create systems for living and working together. It is through these institutions and social groups that human beings function as units. This course will examine the patterns and structures on which society is built and their evolution over time. It will introduce the scientific study of human society, culture, and social interactions. Topics include fundamental concepts, society, social change, sociological theory, culture and scientific research. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies.

SOC 103 Social Institutions: Family, Religion and Education 3 credits

Human beings make a society and in turn are made by it. This course will focus on social institutions that are most impacting in our society. The social institution of the family, entailing

family types, functions and dysfunctions, marital breakdown and theories on family will be evaluated enabling the students to utilize this information for their personal benefit. The course also entails topics dealing with the social institution of religion which includes types and theories as well as the role of religion and the impact of syncretism on society. The social institution of education will also be given importance by focusing on the theories of education, the educational systems, gendering of education and professions placing particular emphasis in the Caribbean. It is through these social institutions that human beings function in a society.

SOC 104 Social Stratification 3 credits

This course examines the evolution and the impact of stratification in the Caribbean. Based on different theories and historical perspectives, a comparison is made in areas such as class, color, race, ethnicity, caste, gender, status and mobility.

SOC 201 Social Order, Social Control and Deviance 3 credits

In this course students are able to understand how order is maintained in society as well as to appreciate the roles and functions of the institutions of social control in the Caribbean with particular interest to Belize. Students will become familiar with alternative explanations of deviance and crime. Theoretical perspectives on social order and deviance will be evaluated and applied to the explanation of the different aspects of crime and deviance. Students will analyze the roles and functions of institutions of social control, assess alternative explanations of the social distribution of crime, and evaluate issues that arise in an analysis of crime and deviance in the Caribbean.

SOC 204 Population and Development 3 credits

In this course, students are able to understand population issues with specific reference to the Caribbean and are also able to apply sociological concepts and simple statistical procedures to illustrate population issues. Students learn to explain terms used in population studies, use quantitative measures to explain population trends, explain the sociological perspectives of population and evaluate population policies. Students learn to explain concepts of development and the indicators used to measure development, evaluate the theories of development and examine the relationship between population and development.

SOC 205 Poverty, Health and Environment 3 credits

In this course students learn to explain the problems involved in defining and measuring poverty, examine the different theoretical perspectives on the causes and prevalence of poverty, assess the vulnerability of various categories of the poor, assess the contribution of Sociology to the analysis of poverty and examine its relationship to health and the environment. Students examine the indicators of health and environmental and their impact on poverty.

SPN 105 Intermediate Spanish 3 credits

This course seeks to provide opportunities for students to develop skills in Spanish which enable them to communicate with persons whose native language is Spanish, give them an understanding of Hispanic cultures and way of life, enhance their personal growth and enable them to live and work in communities where Spanish is spoken. The aim to develop the student's ability to communicate with ease in a variety of situations will be reached using four language skills of listening, reading and writing.

THY 102 Spirituality, Morality and Ethics 3 credits

This course introduces students to theological terminologies. Students become exposed to different viewpoints in the area of spirituality, morality and ethics. Principles of morality are studied linking their origin to Scripture, tradition, and culture.

THY 201 Business Ethics 3 credits

This course introduces students to basic principles and theories that will assist in clarifying and identifying their own personal ethics. Thereafter, they will be able to evaluate their philosophy, ratify it, and make changes if they see fit. They should be able to make ethical business decisions and act ethically as employees. For the budding entrepreneurs, this course seeks to allow them to make business profits in an honest and respectable manner.

TRM 101 Introduction to Tourism 3 credits

This course introduces students to the tourism industry. Course topics include career opportunities; world, regional, national, and other organizations; hospitality and related services; organizations in the distribution process; attraction, recreation, and entertainment; travel motivation; cultural and international tourism; sociology of tourism; and tourism supply, demand, policy, planning, and development.

TRM 102 Tourism Linkages with Key Sectors 3 credits

This course allows students to appreciate the range of supply services involved in the provision of tourism services. It builds an understanding of the importance of inter-sectoral linkages for economic development and an appreciation of the economic impacts associated with inter-sectoral linkages. It examines the opportunities and challenges associated with developing inter-sectoral linkages.

TRM 103 Sustainable Tourism 3 credits

This course is designed to provide students with an understanding on the concepts of sustainability that affect the tourism industry emphasizing on their implications for management and planning purposes. It focuses on the socio-cultural, economic and environmental dimensions of sustainable tourism; the positive and negative impacts of tourism development; and policies and principles conducive to sustainable tourism, planning and community participation. In

addition, this course encompasses concepts of sustainable tourism, namely, motives and behaviours of tourists, natural resources as attractions and destinations, social and resource responsibility, role of codes of conduct, eco-labelling, and tools for monitoring and measuring sustainable tourism.

TRM 201 Tourism Product Development 3 credits

On completion of this course, students should understand the nature of the tourism product; the concepts of benchmarking, monitoring, and evaluation of tourism products and services; and the concept of tourism niche markets. Students should also appreciate the importance of human resources to the tourism product and the key concepts of service quality and customer service delivery relevant to tourism.

TRM 202 Tourism Marketing 3 credits

On completion of this course, students should understand the concept of marketing as it relates to tourism and the importance of a marketing plan. Students should also appreciate the role of marketing and its importance to tourism as well as the role of market research.

TRM 203 Tourism Entrepreneurship 3 credits

On completion of this course, students should understand the processes for using one's potential and opportunities to initiate tourism ventures, understand the role of networking for business success in tourism, and understand the importance of a business plan for a tourism opportunity. Students should also appreciate the importance of innovation and creativity in tourism as well as the role of entrepreneurship in tourism.

SCHOOL CALENDAR August 2023 - July 2024

FIRST SEMESTER 2023

AUGUST

Friday 11	Orientation Day – 8:00 a.m. to midday
Monday 14	Classes begin
Wednesday 16	Planning meeting for all Houses and Student Council – 11:00 a.m.
Friday 18	Last day to add/drop courses
Monday 21	Planning meeting for clubs and other co-curricular groups – 11:00 a.m.
Monday 28	Beginning-of-Year Mass/Para-liturgy (organized by Carballo House) and General Assembly #1 – 11:00 a.m.

SEPTEMBER

Friday 1	Deadline for all Houses, Student Council, and other co-curricular groups to submit budgets for their activities
Monday 11	St. George's Caye Day observed
Wednesday 13	General Assembly #2 (Independence Schools Rally banner competition) – 11:00 a.m.
Thursday 14	Masters of the Road Race (coordinated by faculty sports coordinator) – 3:30 p.m.
Friday 15	Independence Schools Rally
Thursday 21	Independence Day observed – no classes
Friday 22	Mercy Day observed – activities (organized by Carballo and Panton Houses) and General Assembly #3 – 8:00 a.m.

OCTOBER

Monday 2	Mid-Semester Examinations begin
Friday 6	Mid-Semester Examinations end
Monday 9	Indigenous Peoples' Resistance Day observed – no classes
Thursday 12	Mid-Semester Reports handed out
Friday 13	Sports Day – basketball and volleyball intramural finals (organized by Torres and Avila Houses respectively)
Monday 16	Educational Presentation (organized by Burgos House)
Friday 20	Last day to withdraw from courses without academic penalty
Saturday 28	ATLIB Sports – Volleyball (SPJC)
Monday 30	Cultural/Arts Presentation (organized by Augustine House)

NOVEMBER

Wednesday 1	Second Semester registration for second year students
Thursday 2	Second Semester registration for first year students
Friday 10	Social Activity (organized by Góngora House)
Monday 20	Garifuna Settlement Day observed
Saturday 25	ATLIB Sports – Basketball (SHJC)

DECEMBER

Monday 4	Final Semester Examinations begin
Friday 8	Final Semester Examinations end
Thursday 14	First Semester Reports handed out

SECOND SEMESTER 2024

JANUARY

Monday 8	Classes begin
Friday 12	Last day to add/drop courses
Monday 15	George Price Day observed – no classes

FEBRUARY

Monday 12	Cultural/Arts Presentation (organized by Augustine House)
Wednesday 14	Ash Wednesday Mass/Paraliturgy (organized by Carballo House) and General Assembly #4 – 11:00 a.m.
Saturday 24	ATLIB Sports – Softball (IJC)
Monday 26	Mid-Semester Examinations begin

MARCH

Friday 1	Mid-Semester Examinations end
Thursday 7	Mid-Semester Reports handed out
Friday 8	Sports Day – softball and football (Dean’s Cup) intramural finals (organized by Torres and Avila Houses respectively)
Monday 11	National Heroes and Benefactors Day observed – no classes
Wednesday 13	Educational Presentation (organized by Burgos House)
Friday 15	Last day to withdraw from courses without academic penalty
Saturday 23	ATLIB Sports – Football (CEMJC)
Monday 25	Spiritual Activity (organized by Panton House) and General Assembly #5 – 11:00 a.m.
Thursday 28	Easter recess begins

APRIL

Thursday 4	Classes resume
Wednesday 10	General Assembly #6 (Student Council election campaign speeches)
Friday 19	Student Council elections
Friday 26	Social Activity (organized by Góngora House)
Saturday 27	ATLIB Sports – Track & Field (UB)
Monday 29	Labour Day observed – no classes

MAY

Wednesday 1	End-of-Year Mass/Paraliturgy (organized by Carballo House) and General Assembly #7 – 11:00 a.m.
Monday 6	Final Examinations begin
Friday 10	Final Examinations end
Thursday 16	Semester Reports handed out
Sunday 26	31 st Graduation Mass & Ceremony

JUNE

Monday 3	Summer Session begins
Thursday 27	Summer Session ends

JULY

Monday 1	Registration for second year students
Tuesday 2	Registration for first year students

Notes:

1. Each House has been assigned a specific co-curricular category for which it must organize activities for the entire student body in the course of the school year. The dates of these respective activities have been inserted in the school calendar.
2. The Houses that have been assigned sports will plan jointly with the faculty sports coordinator.
3. The House that has been assigned spiritual activities will include Mercy Day activities in its plan.
4. The House co-curricular assignments for school year 2023-2024 are as follows:

Augustine House – Culture/Arts

Avila House – Sports (volleyball first semester & Dean’s Cup second semester)

Burgos House – Educational

Carballo House – Masses

Góngora House – Social

Panton House – Spiritual

Torres House – Sports (basketball first semester & softball second semester)

5. All activities included in the school calendar, those planned at House meetings, and those posted on the bulletin board are compulsory school activities. Upon a third absence, a student is automatically placed on a one-day suspension.
6. In a few instances during each semester, the course schedule for one day will be followed on another day of the week; for example, classes held on a Friday might be held on a Thursday, and the Thursday classes will be given up. This is in order to balance out the number of classes missed in specific courses on account of days when no classes are held due to public and bank holidays, scheduled school activities, or unforeseen circumstances.
7. In instances when an activity or circumstance must interfere with class time, the day's schedule may be rolled forward one hour to accommodate the missed classes. For example, the 12:00 p.m. classes will be held at 1:00 p.m., the 1:00 p.m. classes will be held at 2:00 p.m., and so on. Another option considered, if the number of classes affected is small, is to arrange with the respective instructors to reschedule those classes.

BOARD OF GOVERNORS, ADMINISTRATION, FACULTY & STAFF

BOARD OF GOVERNORS

Sr. Rose Rivero RSM	<i>Sister of Mercy (Chairperson)</i>
Mrs. Sylvia Urbina	<i>Retired Banker (Secretary)</i>
Mr. Luis Gutiérrez	<i>Credit Union Compliance Officer (Treasurer)</i>
Mrs. Xiomara Cuello	<i>Retired Banker</i>
Mrs. Blanca Gillett	<i>Retired Educator</i>
Mr. Adrian G. Leiva	<i>Dean, Muffles Junior College (ex-officio)</i>
Ms. Maria Johnston	<i>Principal, Muffles High School (ex-officio)</i>

ADMINISTRATION

Mr. Adrian G. Leiva	B.A. (Minnesota State University, USA) B.Sc. (Minnesota State University, USA) M.Ed. (Valdosta State University, Georgia, USA) Administrative Position: Dean
Mr. Javier E. Moreno	B.Sc. (University College of Belize) M.Ed. (University of North Florida, USA) Administrative Position: Assistant Dean

FACULTY

Mr. Arturo Acosta	B.Sc. (University of Belize) Course Assignment(s): English and Spanish
Mr. Sergio Cal	B.A. (University of Belize) Course Assignment(s): English
Mr. Mauricio Calderón	B.Sc. (University of Belize) Course Assignment(s): Biology
Mr. Amir Castilla	B.A. (Galen University/University of Indianapolis, Belize) Course Assignment(s): Anthropology, Caribbean Studies and Studies in Belizean History
Mr. Cleon Castillo	B.Sc. (University of Belize) Course Assignment(s): Mathematics
Mr. Gonzalo Castillo	B.Sc. (Loyola College, Baltimore, Maryland, USA) M.Sc. (New Mexico State University, USA) Course Assignment(s): Biology and Chemistry
Mr. David Constanza	B.Sc. (University of the West Indies, Barbados) Course Assignment(s): Economics and Law
Mrs. Magda Espejo	B.B.A. (Valdosta State University, Georgia, USA) MBA (Galen University/University of Indianapolis, Belize) Course Assignment(s): Management of Business
Mr. Arturo González	B.Sc. (University of Belize) M.Sc. (University of the West Indies, Trinidad & Tobago) Course Assignments(s): Tourism and Economics
Mr. Joel Madera	B.Sc. (Regis University, Colorado, USA) Course Assignment(s): Computer Science and Information & Communications Technology
Mrs. Xenia Urbina Morales	Lic. (Universidad Pedagógica Nacional, Mexico) Course Assignment(s): Psychology and Sociology
Mrs. Marissa Novelo	B.Sc. (University of Belize) Course Assignment(s): Accounting and Management of Business
Mrs. Inair Perez	B.Sc. (University of Belize) Course Assignment(s): Accounting and Management of Business

Ms. Annyssa Sanchez	B.Sc. (University of Belize) Course Assignment(s): Natural Resources Management
Mrs. Yolanda Urbina	B.Sc. (University of Belize) Course Assignment(s): Computer Science and Information & Communications Technology
Ms. Carolie Verde	B.Sc. University of Belize M.Ed. (Universidad Interamericana para el Desarrollo, Mexico) Course Assignment(s): Theology and Management of Business

OFFICE STAFF

Mrs. Suri Moguel	B.Sc. (Galen University) A.A. (Muffles Junior College)	<i>Senior Accounts Officer</i>
Mr. Margioni Baños	A.A. (Muffles Junior College)	<i>Accounts Clerk</i>
Mrs. Thelma Amaya	A.A. (Muffles Junior College)	<i>Records Manager</i>
Ms. Victoria Hill	A.A. (Muffles Junior College)	<i>Office Administrative Assistant</i>

ANCILLARY STAFF

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Mr. Felipe Briceño	<i>Security</i>
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