CATALOGUE

2010-2012

“Transforming Lives, Communities, the Nation...One Student at a Time”
Transforming Lives
Communities
The Nation
...One Student at a Time
Disclaimer

Academic programmes, requirements, courses, tuition, and fee schedules listed in this catalogue are subject to change at any time at the discretion of the Management and Board of Trustees of the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT).

The COSTAATT Catalogue is the authoritative source for information on the College’s policies, programmes and services. Programme information in this catalogue is effective from September 2010. Students who commenced studies at the College prior to this date, are to be guided by programme requirements as stipulated by the relevant department.

Updates on the schedule of classes and changes in academic policies, degree requirements, fees, new course offerings, and other information will be issued by the Office of the Registrar. Students are advised to consult with their departmental academic advisors at least once per semester, regarding their course of study.

The policies, rules and regulations of the College are informed by the laws of the Republic of Trinidad and Tobago.
# Table of Contents

<table>
<thead>
<tr>
<th>PG 7</th>
<th>Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>PG 7</td>
<td>Mission</td>
</tr>
<tr>
<td>PG 8</td>
<td>President’s Welcome</td>
</tr>
<tr>
<td>PG 9</td>
<td>Institutional Profile</td>
</tr>
<tr>
<td>PG 9</td>
<td>Management Structure</td>
</tr>
<tr>
<td>PG 10</td>
<td>Registered Status and Accreditation Candidacy</td>
</tr>
<tr>
<td>PG 10</td>
<td>Commitment to Quality and Continuous Improvement</td>
</tr>
<tr>
<td>PG 11</td>
<td>Core Values</td>
</tr>
<tr>
<td>PG 12</td>
<td>General Information</td>
</tr>
<tr>
<td>PG 12</td>
<td>Equal Opportunity</td>
</tr>
<tr>
<td>PG 12</td>
<td>Disability</td>
</tr>
<tr>
<td>PG 12</td>
<td>Right to Privacy</td>
</tr>
<tr>
<td>PG 13</td>
<td>Campus Safety and Security</td>
</tr>
<tr>
<td>PG 15</td>
<td>How to Use this Catalogue</td>
</tr>
<tr>
<td>PG 16</td>
<td>List of Programmes</td>
</tr>
<tr>
<td>PG 18</td>
<td>Admissions</td>
</tr>
<tr>
<td>PG 18</td>
<td>Four-tiered Admissions Process</td>
</tr>
<tr>
<td>PG 18</td>
<td>Prior Learning and Assessment (PLA)</td>
</tr>
<tr>
<td>PG 19</td>
<td>How to Apply</td>
</tr>
<tr>
<td>PG 20</td>
<td>Placement Testing</td>
</tr>
<tr>
<td>PG 20</td>
<td>Music Auditions</td>
</tr>
<tr>
<td>PG 20</td>
<td>Transfer Applicants</td>
</tr>
<tr>
<td>PG 21</td>
<td>Advanced Standing</td>
</tr>
<tr>
<td>PG 21</td>
<td>Caricom and international Applicants</td>
</tr>
<tr>
<td>PG 21</td>
<td>Transient Applicants</td>
</tr>
<tr>
<td>PG 21</td>
<td>Readmission</td>
</tr>
<tr>
<td>PG 22</td>
<td>Tuition and Other Fees</td>
</tr>
<tr>
<td>PG 22</td>
<td>Student Insurance</td>
</tr>
<tr>
<td>PG 22</td>
<td>Method of Payment</td>
</tr>
<tr>
<td>PG 22</td>
<td>Refunds</td>
</tr>
<tr>
<td>PG 23</td>
<td>Financial Aid</td>
</tr>
<tr>
<td>PG 23</td>
<td>Government Assistance for Tuition Expenses (GATE)</td>
</tr>
<tr>
<td>PG 23</td>
<td>Higher Education Loan Programme (HELP)</td>
</tr>
<tr>
<td>PG 24</td>
<td>Registration</td>
</tr>
<tr>
<td>PG 24</td>
<td>Full-time Students</td>
</tr>
<tr>
<td>PG 24</td>
<td>Part-Time Students</td>
</tr>
<tr>
<td>PG 24</td>
<td>Step 1 Academic Advisement</td>
</tr>
<tr>
<td>PG 24</td>
<td>Step 2 Register for Courses</td>
</tr>
<tr>
<td>PG 24</td>
<td>Step 3 GATE Application</td>
</tr>
<tr>
<td>PG 25</td>
<td>Step 4 Payment of Fees</td>
</tr>
<tr>
<td>PG 25</td>
<td>Step 5 Student ID Cards and Validation Stickers</td>
</tr>
<tr>
<td>PG 25</td>
<td>Late Registration</td>
</tr>
<tr>
<td>PG 25</td>
<td>Changes in Registration</td>
</tr>
<tr>
<td>PG 25</td>
<td>Add-Drops</td>
</tr>
<tr>
<td>PG 25</td>
<td>Withdrawals from a Course</td>
</tr>
<tr>
<td>PG 26</td>
<td>Withdrawals from the College</td>
</tr>
<tr>
<td>PG 26</td>
<td>Leave of Absence</td>
</tr>
<tr>
<td>PG 26</td>
<td>Academic Programme Quality and Relevance</td>
</tr>
<tr>
<td>PG 26</td>
<td>Academic Schedule</td>
</tr>
<tr>
<td>PG 26</td>
<td>Instruction and Assessment</td>
</tr>
<tr>
<td>PG 30</td>
<td>Core Curriculum</td>
</tr>
<tr>
<td>PG 35</td>
<td>Academic Schools and Programmes</td>
</tr>
</tbody>
</table>
School of Liberal Arts and Human Services

Mission

Department of Social and Behavioural Sciences

Department of Languages, Literatures and Communication Studies

Department of Mathematics

Department of Fine and Performing Arts

Course Descriptions

School of Business and Information Technologies

Mission

Department of Entrepreneurship and Management

Department of Information Science and Technology

Department of Criminal Justice and Legal Studies

Programmes

Course Descriptions

School of Nursing, Health and Environmental Sciences

Mission

Department of Nursing

Department of Health Science Technologies

Department of Environmental Studies

Department of Natural and Life Sciences

Programmes

School of Continuing Education and Lifelong Learning

Mission

List of Programmes

Certificate Programmes

Advanced Professional Programmes

Continuing Education Courses

COMPASS (Compensatory Programmes and Academic Support Services)

Course Descriptions

Academic Resources

Computer Labs

SMART Classrooms

E-Classroom

Tutorial Centres

Library

Library E-Learning Resources

Interlibrary Loans

Academic Policies

Academic Advisement

College and Pre-College Credits

Grading Scheme

Grade Point Average (GPA), Quality Value and Quality Points

Transfer Credits

Course Load

Class Attendance

Standards of Academic Progress

Repeats

Grade Corrections

Grade Appeals

Requirements for Graduation

Application for Graduation

Honours and Awards

President’s List.

Dean’s List

Graduate Merit Award

Valedictorian
New Student Orientation
Student Rights and Responsibilities
Student Code of Conduct
Guidelines for Appropriate Attire
Student Government
Student Body
Student Councils
Student Executive Council
Student Governance Committee
Registered Student Organisations (RSOs)
Student Life
Career Preparation and Internships
Health and Counselling Services
Athletics
Student Support Services
Registry Services
Transcripts
Letters of Verification
Replacement Identification Cards
Technology Services
MyCOSTAATT (Banner Self-Service)
Student Email
IT Help Desk
Cafeteria
College Store
Management Team
Administrative Departments
Campus Information
2010-2012 Annual Calendar
NOTES
Vision
To be a dynamic, innovative, and student-centred multi-campus college, promoting excellence in teaching and learning, serving diverse communities and producing lifelong learners who can compete globally.

Mission
To be the premier educational institution in providing high quality, affordable and accessible educational programmes, serving the needs of business, industry and the diverse campus communities, and facilitating the personal and professional development of its students, faculty and staff.
On behalf of the faculty, administrators and staff, I welcome you to the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT). As one of the largest public tertiary level educational institutions in Trinidad and Tobago, we at COSTAATT take pride in our commitment to academic excellence and our student-centred approach to teaching and learning.

The selection of a college is one of the most critical decisions you will make as you plan for your future. We commend you on your decision to make COSTAATT your choice for tertiary education, as we offer a wide range of programmes at associate, bachelor’s and post-bachelor’s levels to meet the diverse needs of our students. Our dedicated academic advisors will assist you in selecting the programme of study most suited to your career and educational goals.

Since our establishment in the year 2000, we have graduated over 10,000 students who are making significant contributions to national development through public and private sector employment and entrepreneurial activities. As a student of COSTAATT you will be exposed to a wide-ranging and balanced curriculum, which will enable you to excel globally and transition seamlessly into the challenging world of work. Our core curriculum is supported by rewarding co-curricular offerings, involving participation in student governance, a comprehensive student development programme, sports, clubs and other registered student organisations.

At COSTAATT, we are committed to transformative education and to working closely with our students to empower them to take responsibility for transforming their lives, their communities and the nation. Through our student-centred philosophy, we fulfill this mission, one student at a time.

In this catalogue, you will find information on programmes, courses, requirements, policies, services and other valuable information. Our faculty and staff will work with you to make your experience a rewarding, productive and enjoyable one, as you strive to achieve your educational goals.

Once again, we welcome you to COSTAATT and look forward to partnering with you as you embark on this life-transforming journey.

Emmanuel E. Gonsalves, Esq.
President
Institutional Profile

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) was legally established as a body corporate on October 27th 2000 by Act of Parliament (Act No. 77 of 2000).

As one of the largest public tertiary institutions in Trinidad and Tobago, COSTAATT awards certificates, advanced diplomas, associate and bachelor’s degrees in a wide range of specialized, technical and academic programmes to full and part-time students. The College is the premier regional institution offering educational programmes in a number of critical areas including: radiography, medical laboratory technology, nursing, business and library studies. In addition, the College is the official translation body for the Government of Trinidad and Tobago.

The College provides access to tertiary education for its students at seven campuses and learning centres:

- City Campus (Port of Spain)
- Port of Spain General Hospital (Department of Nursing)
- St. Ann’s Hospital (Department of Nursing)
- North Learning Centre (Department of Foreign Languages)
- Trincity Learning Centre
- South Campus
- Tobago Campus

COSTAATT plays a role of strategic importance in national development, especially with respect to Government’s plans for social equity and economic diversification. Its mandate for broadening access is pivotal to the achievement of the goal of increasing participation in tertiary education for a more diverse range of students. The College is one of a few tertiary level institutions within Trinidad and Tobago that are equipped and able to create educational opportunities that transform academically underprepared citizens into meaningful contributors to the national economy.

Management Structure

COSTAATT is managed by a Board of Trustees – comprising the President of the College, eleven members appointed by the President of the Republic of Trinidad and Tobago, and designated representatives of the student body, faculty and non-academic staff. Members of the Board are drawn from among persons who have qualifications or wide experience and ability in a variety of areas including law, health, finance, business, information technology, labour relations, education and training.

A supportive administration is critical to the success of students at COSTAATT. Our administrative team collaborates to ensure that the resources and facilities required for the delivery of programmes and services to our students are available in a timely and effective manner and are aligned to ensure quality and excellence. Our vice presidents, academic deans, chairs and directors bring many years of knowledge and experience in higher education to the management of the College’s operations. Through our dedication to public service and commitment to the delivery of innovative programmes and services, the College is well positioned to forge new pathways to student success and excellence in the 21st century.
Registered Status and Accreditation Candidacy

In June 2008, COSTAATT successfully completed an institutional registration exercise with the Accreditation Council of Trinidad and Tobago (ACTT), achieving registered status for the maximum period of three (3) years. Subsequently, in October 2008, the College obtained candidacy status with the ACTT, in pursuit of institutional accreditation. The College anticipates the imminent success of its application for accreditation by the end of 2010.

Commitment to Quality and Continuous Improvement

The College of Science, Technology and Applied Arts of Trinidad and Tobago is committed to achieving excellence in the delivery of programmes and services that meet the needs of its diverse stakeholder groups. The College’s quality policy provides a framework that facilitates planning, development, delivery and evaluation of the learning experience and promotes standards that allow for continuous improvement throughout the institution.

Quality at COSTAATT is based on a student-centred approach to the delivery of educational products and services that meet national and international standards. The College is committed to gathering student feedback through surveys and other mechanisms in order to inform the continuous improvement of its academic programmes and services.
Core Values

**Student-Centredness and Success** – We value our students as our raison d’être, the primary focus of all our endeavours.

**Transformation** – We acknowledge student transformation as a key driver in all our decisions and seek to challenge and support all students to achieve their full potential.

We aim to produce graduates who are:
- innovative and creative;
- ethically grounded;
- disciplined and civically engaged;
- change agents and problem-solvers who will positively impact their families, communities, and ultimately, the nation in which they live.

**Academic Excellence** – We aspire to the highest standards of academic excellence and embrace research and scholarship as critical aspects of the academic enterprise. We are committed to maintaining relevance and currency in programme content and in the teaching and learning experience.

**Academic Freedom** – We are committed to upholding the principles of academic freedom as a core requirement for the development of a vibrant academic community, committed to knowledge creation and application.

**Professionalism** – Discipline, honesty, integrity, trust, transparency, accountability. We hold these attributes to be the cornerstones of professional and ethical behaviour at the individual, group and institutional levels and seek always to be guided by, and act in accordance with them.

**Respect for Diversity, Self and Others** – We acknowledge the uniqueness of all individuals, irrespective of their economic, social, ethnic, religious or other affiliations; and seek always to act with and promote respect, tolerance, cooperation and understanding in all our affairs.

**Continuous Improvement** – We believe that excellence in teaching, learning and service delivery is based on regular and honest self-reflection and critical evaluation by our internal and external stakeholders; we are committed to addressing challenges in order to bring about improvements in the quality of all that we do.

**Lifelong Learning** – We value lifelong learning as a means of realizing individual potential, facilitating flexibility and adaptability, and securing independence and self-sufficiency.
General Information

Equal Opportunity

The College does not discriminate in employment or in the delivery of its programmes and services on the basis of ethnicity, religion, gender, socio-economic status and physical ability. Educational provision for the differently-abled is guided by the stipulations of the College’s disability policy.

Disability

In order to support student success, COSTAATT provides educational opportunities with reasonable accommodation for prospective students who are differently-abled. Students with physical, mental or learning disabilities are required to disclose their conditions at the time of application so that the College can determine its ability to provide the necessary support and guidance.

Right to Privacy

Various departments at the College collect and maintain information about students in order to:

- allow the College, government agencies, research institutions or accrediting organizations to compile statistics, audit or evaluate programmes or plan future educational provision; and
- establish student records in manual and electronic file formats.

COSTAATT’s academic records contain information on the educational history and academic progress of the student. In addition, records may also contain information related to, but not limited to, a student’s employment and medical history.

Administrative and teaching personnel of the College whose positions warrant access to these records may be granted access in order to fulfill the responsibilities of their job. Persons other than administrative or teaching personnel are considered to be third parties and as such are restricted from accessing students’ records.

While COSTAATT respects the student’s right to privacy and undertakes not to disclose the information provided by students to unauthorized agencies, the College may be required to disclose elements of a student’s record in the following instances:

- the student has disclosed information which the College is asked to confirm;
- the student is between 16 and 18 and is claimed by his/her parents as a dependant for tax purposes;
- the student is in an emergency situation and it is necessary to protect his/her health or the health and safety of others;
- the student is suspected of fraud against the College;
- the student’s information is requested under the laws of Trinidad and Tobago by legitimate legal authority.
The College is committed to providing a safe and secure environment for students, faculty and staff at all campuses and sites. The Public Safety and Security Department works to ensure the provision of efficient and effective security services and the maintenance of an environment conducive to teaching and learning for all students.

While the primary responsibility for the provision of a safe and secure environment rests with the College, all students are encouraged to be aware of their surroundings and to take reasonable measures to ensure their personal safety and security.

Security Services on College Premises: Security officers maintain a continuous presence at all locations. In addition, sites also benefit from 24-hour electronic security surveillance.

Students are requested to collaborate with college officials in creating a safe and secure environment for all, by reading the following information and complying with all requirements and instructions:

Identification Cards: All students must present a valid student ID card to gain access to COSTAATT’s campuses and sites. ID cards must be prominently displayed on their person while on college premises. Students who misplace their ID cards or are unable to produce them when seeking access to college premises, are required to visit the Office of the Registrar at the City Campus or the administrative offices at the South and Tobago campuses and other sites.

Incident Reporting: Prompt reporting is essential to detect, prevent, investigate and effectively respond to incidents and emergencies. Students must be aware of their surroundings and report any of the following to
the Public Safety and Security Department and where applicable, campus directors or senior staff at the relevant locations:

- loss of property;
- safety hazards;
- threat;
- assault;
- malicious damage; or
- other behaviours or occurrences which may pose a threat or need to be brought to the attention of college authorities.

Public Safety and Security Contact Numbers

- City Campus: 625–5030 ext 2480/1500
- South Campus: 625–5030 ext 5760
- Tobago Campus: 625–5030 ext 5600
- North Learning Centre: 749–2217
- Trincity Learning Centre: 749–2217
- After Hours (10pm – 6am): 749–2217
Course Descriptions:

Courses related to the degree programmes offered by the college are listed at the end of the programme descriptions for each school. Because all degrees combine both technical and general education courses, students will find information on all courses in their programmes under the relevant school listing. Course descriptions are listed in alphabetical and numerical ascending order under the relevant school as follows:

<table>
<thead>
<tr>
<th>School of Business and Information Technologies</th>
<th>School of Liberal Arts and Human Services</th>
<th>School of Nursing, Health and Environmental Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT Accounting</td>
<td>ANTH Anthropology</td>
<td>BIOL Biology</td>
</tr>
<tr>
<td>ADMN Administration</td>
<td>ARTS Arts and Culture</td>
<td>CHEM Chemistry</td>
</tr>
<tr>
<td>BUSI Business</td>
<td>COMM Communication</td>
<td>CTIM Computer Tomography Im</td>
</tr>
<tr>
<td>CCNA Computer Communication and Networks</td>
<td>COPR Life Skills</td>
<td>EMCM Emergency Care Management</td>
</tr>
<tr>
<td>CORR Corrections</td>
<td>COUN Counselling</td>
<td>ENVH Environmental Health</td>
</tr>
<tr>
<td>COTR Court Transcription</td>
<td>ENGL English</td>
<td>ENVS Environmental Management</td>
</tr>
<tr>
<td>CRIM Criminology</td>
<td>FREN French</td>
<td>GEOG Geography</td>
</tr>
<tr>
<td>ECON Economics</td>
<td>GERM German</td>
<td>GISY Geographic Information Systems</td>
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<tr>
<td>ENTP Entrepreneurship</td>
<td>GRDE Graphic Design</td>
<td>HISM Health Records Information Systems</td>
</tr>
<tr>
<td>FINC Finance</td>
<td>HIST History</td>
<td>HLED Health Education</td>
</tr>
<tr>
<td>HURM Human Resources</td>
<td>JOUR Journalism</td>
<td>MDLT Medical Laboratory Technology</td>
</tr>
<tr>
<td>INTC International Trade and Commerce</td>
<td>LAST Latin American Studies</td>
<td>NURS Nursing</td>
</tr>
<tr>
<td>ITEC Information Technology</td>
<td>MATH Mathematics</td>
<td>OSHE Occupational Safety and Health</td>
</tr>
<tr>
<td>LAWW Law</td>
<td>MUSI All music courses</td>
<td>PHAR Pharmacy</td>
</tr>
<tr>
<td>LIBS Library Studies</td>
<td>POLI Political Science</td>
<td>PHYS Physics</td>
</tr>
<tr>
<td>MGMT Management Studies</td>
<td>PSYC Psychology</td>
<td>RADG Radiography</td>
</tr>
<tr>
<td>MKTG Marketing</td>
<td>READ Reading</td>
<td>RADT Radiation Therapy</td>
</tr>
<tr>
<td>OFAD Office Administration</td>
<td>RELI Religion</td>
<td>SCIE Science</td>
</tr>
<tr>
<td>POLC Political Science</td>
<td>SOBE Social and Behavioural Sciences</td>
<td>WRMT Water Resources Management</td>
</tr>
<tr>
<td>RCMT Records Management</td>
<td>SOCI Sociology</td>
<td></td>
</tr>
<tr>
<td>CORR Corrections</td>
<td>SOWK Social Work</td>
<td></td>
</tr>
<tr>
<td>COTR Court Transcription</td>
<td>SPAN Spanish</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPCH Public Speaking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STAT Statistics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WRIT Writing</td>
<td></td>
</tr>
</tbody>
</table>
SCHOOL OF BUSINESS AND INFORMATION TECHNOLOGIES

Bachelor’s Degree Programmes

Department of Entrepreneurship and Management
- Accounting
- Entrepreneurship
- Financial Management
- Human Resource Management
- Public Sector Management
- International Trade and Commerce (2011)

Associate Degree Programmes

- Business Administration
- Management Studies for the Protective Services
- Management with Accounting
- Office Administration

Department of Criminal Justice
- Criminal Justice (2011)
- Criminal Justice: Police Science
- Criminal Justice: Corrections

Department of Information Science and Technology
- Information Technology: Computer
- Information Systems Development
- Information Technology - Networking
- Internet Technology
- Information Technology: Operating Systems Management
- Internet Technology
- Library and Information Studies

SCHOOL OF LIBERAL ARTS AND HUMAN SERVICES

Bachelor’s Degree Programmes

Department of Social and Behavioral Sciences
- Applied Psychology
- Social Work

Associate Degree Programmes

- Psychology
- Social Work
- Sociology

Department of Language, Literature and Communication
- Mass Communication
- Latin American Studies (2011)
- Journalism/Public Relations
- Foreign Languages for Business: Spanish
- Literatures in English

Department of Mathematics
- Mathematics

Department of Performing and Creative Arts
- Music
- Performing Arts: Music
- Graphic Design
SCHOOL OF NURSING, HEALTH AND ENVIRONMENTAL SCIENCES

Bachelor's Degree Programmes

Department of Nursing

- Nursing (General)
- Nursing (Psychiatric)

Department of Health Science Technologies

- Medical Laboratory Technology
- Radiation Therapy
- Radiography

Department of Environmental Studies

- Environmental Management
- Marine Environmental Studies (2011)
- Water Resources Management and Technology
- Water and Wastewater Management Services and Technology

Department of Natural and Life Sciences

- Biology
- Geography

SCHOOL OF CONTINUING EDUCATION AND LIFELONG LEARNING

Certificate Programmes

- Court Transcription
- Records Management
- Family and Community Studies (2011)
- Pharmacy Assistant
- Health Records Science
- Journalism (new)
- CISCO – CCNA (new)

Continuing Education Courses

- Introduction to Computer Art
- Geographic Information Systems
- Event Planning
- Conversational Spanish – Level I
- Conversational Spanish – Level II
- Conversational Spanish – Level III
- Conversational French – Level I
- Conversational German – Level I
- Jewellery – Basic Design Techniques (new)
- Small Business Development – Idea to Entrepreneur (new)
- Computer Literacy
- Basic Web Page Design (new)
- Business Communication (new)
- Image Etiquette and Protocol

Continuing Professional Education Programmes

- Diabetes Educator Graduate Certificate (new)
- Diploma in International Trade (new)
- Ultrasound
Admissions

Four-tiered Admissions Process

Admission to the college is based on a four-tiered process, designed to broaden access to tertiary education for students with varying levels of academic readiness. Practising professionals, secondary school graduates, adult learners and those seeking to strengthen their academic foundations can all access opportunities to pursue their particular educational and career goals.

**Tier I**
Applicants with CAPE (or GCE Advanced Level qualifications) or equivalent, who may qualify for advanced standing and the award of relevant credits

**Tier II**
Applicants who possess 5 CSEC / CXC (or GCE Ordinary Level qualifications) or equivalent

**Tier III**
Applicants with less than 5 CSEC / CXC (or GCE Ordinary Level qualifications) but who demonstrate the requisite potential to pursue tertiary level education (COMPASS)

**Tier IV**
Applicants who possess considerable work experience relevant to their desired programme of study and who may qualify for award of college credit through Prior Learning Assessment (PLA)

Once admitted to the College, other assessment activities will determine where you may be placed in your programme of study and, where applicable, what credit will be awarded for your knowledge and experience.

Prior Learning and Assessment (PLA)

Prior Learning and Assessment is “*a term used by colleges and universities to describe the process of earning college credit certification or advanced standing, from learning acquired through a student’s work, training, volunteer experiences, and personal life. Also known as assessment of prior learning (APL), prior learning assessment and recognition (PLAR), and flexible assessment (a term used in the UK)*” (Colvin, 2006).

Students who believe that they qualify for the award of PLA credits may apply to the Admissions Office for an appointment to see a PLA advisor who will assess the student’s request for PLA eligibility and provide suitable guidance.

Applicants to the College may apply on-line at www.costaatt.edu.tt or by completing the application form which can be downloaded from the website or obtained in hard copy at all campus sites. There is a non-refundable application fee of $25.00 for the processing of applications. This fee does not apply to online applications.

Applicants are required to submit the following documents along with a completed application form:

- Photo identification *e.g. passport or national ID (nationals of Trinidad and Tobago only)*
- Birth certificate *(nationals of Trinidad and Tobago only)*
- Originals and copies of academic qualifications *(e.g. CSEC, CXC, CAPE, GCE)*
- Academic transcripts from previous tertiary level institutions *(where applicable)*

Original documents should not be sent by mail. The College reserves the right to verify all documentation submitted in support of an application for admission.

Additional information and entry requirements for specific programmes are listed in the table below.

<table>
<thead>
<tr>
<th>Additional Entry Requirements</th>
<th>Entry Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Programmes</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Two (2) written character references</td>
</tr>
<tr>
<td></td>
<td>Nursing Council permit</td>
</tr>
<tr>
<td></td>
<td>Mandatory medical certificate</td>
</tr>
<tr>
<td>Radiography</td>
<td>Two (2) written character references</td>
</tr>
<tr>
<td></td>
<td>Mandatory medical certificate</td>
</tr>
<tr>
<td></td>
<td>Minimum enrolment age 18</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>Two (2) written character references</td>
</tr>
<tr>
<td></td>
<td>Mandatory medical certificate</td>
</tr>
<tr>
<td></td>
<td>Minimum enrolment age 18</td>
</tr>
<tr>
<td>Occupational Safety and Health</td>
<td>Two (2) written character references</td>
</tr>
<tr>
<td></td>
<td>Mandatory medical certificate</td>
</tr>
<tr>
<td></td>
<td>Minimum enrolment age 21</td>
</tr>
<tr>
<td>Graphic Arts</td>
<td>Portfolio</td>
</tr>
</tbody>
</table>


Applicants to programmes in certain professional areas may be required to demonstrate their suitability for the particular profession through an interview process.

**Placement Testing**

All newly admitted applicants are required to take the College Placement Test to determine their levels of proficiency in English and mathematics in order to be placed in the appropriate level courses. Tests are scheduled throughout the year and are offered at campuses in Port of Spain, San Fernando and Tobago. Applicants must register online for the placement test in mathematics and English at [http://www.costaatt.edu.tt/admissions/placement.html](http://www.costaatt.edu.tt/admissions/placement.html). Applicants sitting the placement test must bring a recognized form of photo identification (e.g. National ID card or passport). The College Placement Test is free of charge. Sample tests are available on the College’s website.

**Music Auditions**

Students in the music programme are required to audition to enable lecturers to place them in the appropriate level courses.

**Transfer Applicants**

Applicants wishing to transfer to COSTAATT from local or international tertiary institutions must submit official transcripts of all subjects completed at previous tertiary institutions, along with the completed application form. Citizens of Trinidad and Tobago who received Government Assistance for Tertiary Education (GATE) funding at their previous tertiary institution, must contact the Admissions Office prior to completing the application form.
Advanced Standing

Applicants wishing to transfer to COSTAATT with advanced standing must submit the following, along with the application form:

- Official transcripts of all subjects previously completed at a tertiary level institution
- Copies of syllabus/course outlines for courses completed
- A completed Request for Transfer Credit form, which is available at the Office of the Registrar

CARICOM and International Applicants

CARICOM and international applicants must submit, to the Admissions Office, originals and copies of all academic certificates, as well as official copies of transcripts of all subjects completed at prior secondary and tertiary level institutions. A *certified translation is required for documents not in English.* It may also be necessary for applicants to have their qualifications assessed by the Accreditation Council of Trinidad and Tobago (ACTT).

Transient Applicants

A transient applicant is one who is attending another tertiary level institution (local or foreign), but wishes to temporarily enrol in COSTAATT and transfer credit back to the home institution. The student must provide an official transcript and written evidence of advisement from the home institution, identifying the courses approved for transfer of credit. Applicants for transient status must complete the College’s Admissions form and pay the relevant fee.

Readmission

Students who commenced studies with COSTAATT, but have been absent without approval for three or more consecutive semesters, must complete the College’s readmission form. Students who fail to complete the form will not be readmitted to the College.
Tuition and Other Fees

The following fee schedule takes effect from Academic Year 2010 – 2011:

<table>
<thead>
<tr>
<th>FEE</th>
<th>CITIZENS</th>
<th>CARICOM</th>
<th>INTERNATIONAL</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
<td>Per application</td>
</tr>
<tr>
<td>Registration</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>Per semester</td>
</tr>
<tr>
<td>Tuition</td>
<td>$300</td>
<td>$400</td>
<td>$750</td>
<td>Per credit</td>
</tr>
<tr>
<td>Technology</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>Per semester</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Annually</td>
</tr>
<tr>
<td>Student Guild</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>Annually</td>
</tr>
<tr>
<td>Administrative Fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>Per semester</td>
</tr>
</tbody>
</table>

Citizens of Trinidad and Tobago are eligible to apply for Government Assistance for Tuition Expenses (GATE) to cover the cost of tuition.

Student Insurance

All students of COSTAATT are required to pay an annual insurance fee of $30.00. Completed student insurance forms must be submitted to the College at the beginning of the first semester in which students register for the academic year. Coverage is restricted to students who are between ages 16 to 65.

Method of Payment

The College accepts the following methods of payment:

- Cash
- LINX
- Visa/Master card
- Certified/Manager’s cheque

Refunds

Institutional fees are non-refundable. Students who officially withdraw from the College may be eligible for a refund of tuition fees in accordance with the schedule outlined in the Academic Calendar. Please note that students in receipt of GATE funding are not eligible for tuition refunds.
Financial Aid

Government Assistance for Tuition Expenses (GATE)

The Government Assistance for Tuition Expenses programme (GATE) provides free tuition to all eligible citizens of Trinidad and Tobago pursuing approved programmes at public and private tertiary level institutions. Information on eligibility and conditions for accessing GATE funding is available at the Ministry of Science, Technology and Tertiary Education’s website at: http://stte.gov.tt/

Important:
Students must note that GATE funding is available for the duration of their course of study and one year beyond. Students who fail to complete their programme within the stipulated time frame will be required to meet the cost of programme completion.

Higher Education Loan Programme (HELP)

The Higher Education Loan Programme (HELP) is a special loan facility made available to citizens of Trinidad and Tobago who are enrolled in an approved tertiary level programme at a registered tertiary institution to meet the following expenses:

- tuition fees
- accommodation
- airfare and other transportation costs
- personal maintenance costs and living expenses
- books and related materials
- special equipment
- other related tertiary expenses

The HELP programme is administered by participating commercial banks in Trinidad and Tobago, including First Citizens, RBTT, Republic and Scotiabank. Application forms are available at all branch locations of these banks.

For further details students can visit the MSTTE website: http://stte.gov.tt/
Registration

A registered student is one who has enrolled in courses for a given semester; has met all requirements for Government Assistance for Tuition Expenses (GATE) or direct payment of tuition expenses; paid the College’s institutional fees and submitted a completed student insurance form in the relevant semester.

Students must register online via MyCOSTAATT or Banner Self-Service on the days indicated in the academic calendar. A student may not register for a course unless all requirements, academic (e.g. pre-requisites) and otherwise, have been satisfied.

**Full-time Students**
A full-time student is defined as one who takes a course load of between twelve (12) and eighteen (18) credits per semester.

**Part-Time Students**
A part-time student is defined as one who takes a course load of between 3 and 9 credits per semester.

**No student will be allowed to attend a course for which he/she has not registered.**

**Registration Process**

**Step 1 Academic Advisement**
The first step in the registration process is academic advisement. Before proceeding to register for courses, students must consult with an academic advisor to establish academic goals, review academic progress, and determine an appropriate course workload for the semester, based on their grade point average and general assessment of their academic progress.

**Step 2 Register for Courses**
Students must log on to the secure area in MyCOSTAATT or Banner Self-Service at the appointed time to register for courses in each semester. Details of the online registration procedures are outlined in the Banner Self-Service Student Registration User Guide.

**Step 3 GATE Application**
All new and continuing students, who are citizens of Trinidad and Tobago, and who wish to access GATE must complete the GATE application form each semester.
Step 4 Payment of Fees
Students must pay institutional and tuition fees for each semester in which they are enrolled. Payment can be made at the Office of the Registrar at the City Campus and at the administrative offices at the Tobago and South campuses.

Step 5 Student ID Cards and Validation Stickers
Upon enrolment at COSTAATT, each new student will be issued a student identification card. This card is validated at each registration session with a semester-specific validation sticker. Students are required to display their validated ID cards at all times while on any COSTAATT’s premises or at affiliated institutions. Students must present a valid identification card to borrow books from the library and to use any of the College’s facilities. Student ID cards must also be presented at examination sessions.

Late Registration
Late registration comes into effect on the first day of class of each semester. Students are required to pay an additional fifty dollar ($50.00) fee when registering during the late registration period.

Changes in Registration
The following are common requests for change in registration status

- change from full-time to part-time status or vice-versa;
- change in registration from ‘for credit’ to audit;
- change in programme/major
- change in name/address

The relevant forms can be obtained from academic departments, the Office of the Registrar or the south and Tobago administrative offices and must be approved by the department chair. All forms must be submitted to the Office of the Registrar or administrative offices within one week of approval by the department chair.

See Registry Services on page 266.

Add–Drops
Students must log on to the secure area using MyCOSTAATT or Banner Self-Service to drop and add classes as necessary. Students may drop and add from the start of the registration period until the ‘Add/Drop Deadline’ which is stipulated in the academic calendar. Students will not be allowed to add and drop courses beyond that date.

Withdrawals from a Course
A student may withdraw from any course without academic penalty provided that this is done by the withdrawal deadline indicated in the academic calendar. In order to withdraw, a student must complete the Withdrawal Form, seek the approval of the department chair and submit the signed form to the Office of the Registrar, by the deadline date. Students who withdraw from a course by the stipulated deadline date will receive a grade of ‘W.’ ‘W’ grades have no impact on Grade Point Average (GPA).

2 Students who audit courses are not evaluated and do not receive a grade.
Withdrawals from the College
In order to officially withdraw from the College, a student must complete COSTAATT’s Withdrawal Form and return his/her ID card to the Office of the Registrar.

Students who withdraw from a programme are normally entitled to apply for re-admission and must submit an application to the Admissions Office.

Leave of Absence
Students may apply for leave of absence from a programme for medical, personal or financial reasons using the Leave of Absence form. Leave of Absence forms must be approved by the relevant department chair and submitted to the Office of the Registrar. Such leave shall not exceed three consecutive semesters or one academic year.

Students are strongly advised to consult the Finance and Grant Administration Division of the Ministry of Science, Technology and Tertiary Education in order to be apprised of the financial implications with respect to GATE.

Academic Programme Quality and Relevance
Since its inception COSTAATT has had a special mandate to design and deliver programmes that are cutting-edge, internationally benchmarked and relevant to the country’s social and economic development needs. The College is therefore committed to reviewing and continually upgrading its curricula and in 2008, faculty embarked on a major curriculum re-engineering exercise which led to the introduction of several new bachelor’s degree programmes and an expanded core curriculum designed to produce graduates who are better equipped to face the challenges of the twenty-first century.

Academic Schedule
The College operates on a semester system in which the academic year comprises two major semesters, each lasting approximately sixteen (16) weeks, and a short eight (8) week session in June and July. Students are advised to consult the academic calendar for dates and deadlines such as academic advisement and registration, deadlines for withdrawals from classes without penalty and examination dates.

Instruction and Assessment
The standard unit used to define instructional time at the College is the credit hour. The credit-to-contact hour ratio is determined by the type of instructional activity as set out below:
<table>
<thead>
<tr>
<th>Type of Instruction</th>
<th>Credits</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture</td>
<td>1 credit</td>
<td>15 contact hours in a lecture class.</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1 credit</td>
<td>Ranges for 30 to 90 contact hours in a laboratory setting in which students work with limited supervision by lecturer.</td>
</tr>
<tr>
<td>Clinical Practice</td>
<td>1 credit</td>
<td>Ranges from 45 to 90 contact hours in a workplace setting under the supervision of a clinical coordinator or supervisor.</td>
</tr>
</tbody>
</table>

Students are advised to note that for every fifteen hours spent in the classroom setting, they are expected to commit to at least thirty (30) hours of study outside of the classroom in order to consolidate learning.

The number of credits per course ranges from one (1) to four (4). In general, full-time students register for twelve (12) to eighteen (18) credits per semester, while part-time students register for three (3) to nine (9) credits.

Student-centredness is the organizing principle which defines the College’s approach to instruction. Through this approach, faculty members make every effort to meet students at their point of need, and to develop strategies and approaches that cater for different learning styles. To do this, they employ a variety of instructional and assessment activities which are aimed at developing diverse types of knowledge, skills and competencies.
The range of instructional activities includes:

**Lecture**  
Instruction in which content is primarily delivered by the lecturer, with the aim of achieving objectives clearly specified on the course outline and syllabus.

**Seminar**  
Less formal than a lecture, a seminar brings students together for in-depth discussion or critical analysis of assigned readings or current topics relevant to the subject studied. The seminar session may be led by the lecturer or an external subject matter expert. Seminar classes are usually assigned to upper level students and are conducted in small groups to facilitate maximum interaction between facilitator and students.

**Practicum**  
A learning experience or course which is designed to give students an opportunity to apply theoretical knowledge acquired in the classroom to a real world setting, under the supervision of a subject matter expert. The practicum may involve a day-release or assignment on the work site for a short duration.

**Clinical Practicum**  
Practicum experience in a clinical setting for students enrolled in nursing and health science programmes.

**Oral Presentation**  
A learning experience in which students are expected to distill their knowledge on a specific topic into a suitable format for oral delivery to a range of audiences, including classmates, teachers and/or examination committees.

**Group Work**  
Instructional activity designed to facilitate collaborative learning and the development of team work skills required for the modern work place.

**Laboratory**  
A course which takes place in a laboratory environment. May include computer, scientific or foreign language laboratory. Lab classes usually provide students with the opportunity to practise and develop skills in the subject, with limited supervision by the lecturer.

**Field Trip**  
An excursion to a site to provide students with an opportunity to engage in observational or applied learning activities which are not possible within the classroom environment.

**Recitals**  
Musical performance by a single student; contrasted with an ensemble which is a performance of instrumental or vocal music by one or more students.

**Independent Study**  
A course in which the goals and objectives are not covered by the standard curriculum, and which is tailored, with the approval of the lecturer, to meet the need of an individual student. This option is offered to students only under special conditions.

**Capstone/Senior Project**  
Terminal project in a degree programme in which students are expected to integrate, synthesize and apply knowledge and/or skills acquired in lower level courses.

**Portfolio**  
An organized record of academic experiences which illustrates the quality and developmental progress of students' achievement along with their reflections. Portfolios can be developed in paper or electronic formats.
Research Project

Project in which students are expected to apply knowledge acquired in a specific subject area to the systematic investigation of phenomena, using established methodologies, and to analyse and report on the findings.

Thesis

A thesis in a bachelor’s degree programme is a cumulative project which students usually undertake after completing all required courses, clinical practica or internships. In the thesis, the student is expected to demonstrate in-depth knowledge of a specific area of study and mastery of basic principles of scholarly writing, informed by the guidelines for the relevant discipline.

Internship

A terminal learning experience in a programme of study which requires the students to integrate and apply knowledge and skills learned in previous courses, under direct supervision in a work environment for a period of two to six months. Students on internship usually fulfill the normal duties of an employee at the work place.

Blended Learning

Course in which instruction is delivered partially online and partially in face-to-face mode.

Fully Online Learning

Course in which instruction and assessment take place online in either synchronous or asynchronous mode.

ASSESSMENT

Continuous Assessment

A key aspect of the College’s student-centred approach to teaching and learning is the adoption of a continuous assessment model in which students are assessed at regular intervals during the course and provided with timely feedback which allows them to adjust their study skills, time management and use of academic support services accordingly. Students can check their grades online using the Banner Gradebook facility.

Final Examinations

Final examinations are usually held in the last week of the semester and generally account for no more than forty (40) percent of total marks for the course.

Course Numbering System

The course numbering system at the College is designed to immediately telegraph information about course content, sequencing, level of difficulty and type of instruction to the student.

Course codes are alpha–numeric with four letters assigned to indicate the discipline or subject area of the programme, and three numbers assigned to designate curriculum sequencing information.

The numeric component of the course code consists of three digits: The first digit indicates the level of the programme, as outlined below.
<table>
<thead>
<tr>
<th>Range</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>400 – 499</td>
<td>Senior/Final year of baccalaureate degree</td>
</tr>
<tr>
<td>300 – 399</td>
<td>Third year of baccalaureate degree</td>
</tr>
<tr>
<td>200 – 299</td>
<td>Second year of baccalaureate degree</td>
</tr>
<tr>
<td>120 – 199</td>
<td>First year of baccalaureate degree in the major area of study.</td>
</tr>
<tr>
<td>100 – 119</td>
<td>College level courses in the discipline which may be accessed by non-majors for college level credit.</td>
</tr>
<tr>
<td>000 – 099</td>
<td>Pre-college courses (COMPASS courses)</td>
</tr>
</tbody>
</table>

The second and third digits indicate the progressive level of difficulty of each course within the level. For example, a communication course numbered COMM 156 will be more difficult than a course numbered COMM 125.

The new course numbering system also uses select two-digit codes to designate specific types of teaching/learning activities. The two-digit codes also reflect the degree of difficulty of the learning requirements.

  - Thesis/Senior Project – 99
  - Portfolio – 88
  - Independent Study – 77
  - Internship – 66
  - Practicum – 55
  - Seminar – 33

Achieving student success at the College is dependent on a partnership between students and faculty. While it is the responsibility of faculty to be knowledgeable in their field of study and capable of effective instructional delivery, students must assume personal responsibility for their own learning and managing their academic progress both in and out of the classroom.

**Core Curriculum**
The goal of the new core curriculum is to ensure that all COSTAATT graduates can:

a) have an arsenal of tools and techniques to become adept critical thinkers and problem solvers;

b) understand and communicate our unique perspective on a range of social, economic, scientific and cultural issues;

c) have a deeper understanding of themselves and others of different races, ethnicities, religions and cultures;

d) be more entrepreneurial and innovative;

e) become effective change agents;

f) make the Caribbean a proactive player on the world stage; and

g) excel in a globalised world.

Students enrolled in all degree programmes (associate and bachelor’s level) are required to complete the relevant core curriculum courses from the following list:

**LANGUAGE AND COMMUNICATION**
- Fundamentals of Writing
- Communication in the Workplace
- Comparative Literature
- Introduction to Spanish

**COMPUTATIONAL SKILLS**
- College Mathematics Option (varies by discipline)
- Fundamentals of Statistics

**RESEARCH SKILLS**
- Fundamental Research Skills

**HISTORY AND CULTURE**
- History of Trinidad and Tobago
- Introduction to the Study of Society
- Foundations of Art and Music

**UNDERSTANDING INDIVIDUALS, COMMUNITIES AND INSTITUTIONS**
- Understanding Human Behavior and Diversity
- Leadership and Ethics

**SCIENCES**
- Foundations of Natural Science
- Contemporary Issues in Science

**UNDERSTANDING THE ECONOMY AND ECONOMIC DEVELOPMENT**
- Introduction to General Economics
- Fundamentals of Entrepreneurship

**GLOBAL AFFAIRS**
- Environmental Issues and Sustainability
Students should be guided by their academic advisors as to the appropriate sequence of enrolment in core curriculum courses.

Course Descriptions:

ARTS 119  Foundations of Art and Music
This course comprises an overview of Western European art and music and their function as expressions of culture. Students will also study local and regional artists and the rich cultural diversity of the musical traditions of Trinidad and Tobago.
3 Credits/ Prerequisite: None

BUSI 203  Leadership and Ethics
This introductory course focuses on leadership theories and the ethical practices necessary for good governance. Students will analyse personal attitudes and values, and focus on the application of leadership principles learned throughout the course. 3 Credits/ Prerequisite: None

COMM 117  Fundamentals of Writing
This course enables students to strengthen their writing skills. Students will learn to write clearly and concisely in a variety of rhetorical modes and will develop critical thinking and analytical skills as imperatives of effective communication. 3 Credits/ Prerequisite: None

COMM 118  Communication in the Workplace
In this course students will learn and practise an array of oral and written business communication skills. Students will develop confidence in their ability to respond effectively to the diverse communication demands of the modern workplace.
3 Credits/ Prerequisite: None

ECON 110  Introduction to General Economics
In this course, students learn how economics affects everyday life. Non-business students will develop an appreciation of key micro and macro-economic theories and the symbiotic nature of individual behaviour and economic performance. 3 Credits/ Prerequisite: None

ENGL 200  Comparative Literature
This course introduces students to examples of nationally and internationally acclaimed literary works. Students will develop critical thinking skills through the analysis of selected texts and will gain an understanding of literary elements, terms, concepts and genres.
3 Credits/ Prerequisite: None

ENTP 210  Fundamentals of Entrepreneurship
This course provides students with the basic knowledge and skills associated with successful entrepreneurship. Students develop critical problem solving skills and acquire the tools and techniques needed to identify entrepreneurial opportunities and to create and present a comprehensive business plan. 3 Credits/ Prerequisite: None
ENVH 102  World Issues in Public Health
In this course, students examine critical issues that impact public health at national, regional and international levels. They discuss topics such as access to potable water, availability of life-saving medication and the importance of proper sanitation in the maintenance of health and hygiene standards. Students develop an appreciation for the impact of the individual on the creation and resolution of environmental problems. 1 credit/ Prerequisite: None

ENVS 121  Environmental Issues and Sustainability
This course introduces students to important environmental issues facing societies worldwide. Students explore the economic, cultural and social impact of topics such as environmental degradation, climate change and loss of biodiversity. 1 Credit/ Prerequisite: None

HIST 210  History of Trinidad and Tobago
This course examines the history of Trinidad and Tobago during the period 1797 to 1990. It focuses on key events in the historical narrative and on social rather than political or economic history. Students gain an appreciation of the power relations among the various social and ethnic groups. 3 Credits / Prerequisite: None

LIBS 130  Fundamental Research Skills
In this course, students learn and practise the basic steps of the research process and the tasks associated with each step. Primary emphasis is placed on information literacy and appropriate use of internet resources. 3 Credits / Prerequisite: None

PSYC 103  Understanding Human Behavior and Diversity
In this course, students explore basic psychological theory and concepts useful in understanding the self, the other and society. They will examine their thoughts and emotions as a platform for analyzing and understanding the individual in society. 3 Credits / Prerequisite: None

RELI 205  Comparative Religion
This course surveys world religions ranging from Christianity, Islam and Judaism to Rastafarianism, Vodun and Orisha. Students will gain an appreciation of the origins of various religious traditions, rituals and beliefs and develop the understanding and tolerance of diversity, necessary for peaceful coexistence in a plural society. 3 Credits / Prerequisite: None

SCIE 121  Foundations of Natural Sciences
This course introduces students to basic concepts in biology, chemistry and physics. Students acquire an understanding of objects, phenomena, laws of nature and the physical world that can serve as a basis for further study and analysis. 3 Credits / Prerequisite: None

SCIE 201  Contemporary Issues in Science
This course introduces students to a number of important issues in contemporary science. Students learn the basic principles of the scientific method. Through class discussion, they also learn how to critically assess industrial and scientific processes. 1 Credit / Prerequisite: None

SOCI 102  Introduction to the Study of Society
In this course, students will gain an informed understanding of contemporary social problems as well as the society in which they live. They will examine and analyse competing explanations for common sociological phenomena and social trends. 3 Credits / Prerequisite: None
SPAN 100  Introduction to Spanish
This introductory course is designed to develop basic level proficiency in speaking, listening, reading and writing so as to enable students to interact formally and informally with native speakers within a limited range of settings. Students also develop an awareness of the target culture.  3 Credits/ Prerequisite: None

STAT 120  Fundamentals of Statistics
This course provides an introduction to statistics, including comparing and picturing data, descriptive statistics, probability, inferential statistics and estimation, hypothesis testing and questionnaire. Students explore survey design and implementation, linear regression and correlation, the concept of least squares and the regression line. 3 Credits/ Prerequisite: None
There are four academic schools within the College, each with an array of offerings in the relevant discipline areas. Associate and bachelor degree programmes are offered by the Schools of Business and Information Technologies, Liberal Arts and Human Services and Nursing, Health and Environmental Studies. The School of Continuing Education and Lifelong Learning offers customized training, professional development programmes and continuing education courses that meet students’ personal, career, or leisure interests at certificate, diploma and post-graduate diploma levels.