



**INTERNATIONAL
COLLEGE** CAYMAN
ISLANDS

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595 Hirst Road
Newlands, Grand Cayman
Cayman Islands

MISSION

The mission of the International College of the Cayman Islands is to prepare students for career placement and enhancement. The ICCI education instills attitudes, behaviors, sensitivities, skills and knowledge that are essential to life and learning. The ICCI experience advances the potential for leadership and a commitment to community service. ICCI equips graduates with practical skills of critical thinking, problem solving and self-directed learning for success in the 21st century job market.

VISION STATEMENT

Adherence to its stated mission enables ICCI to sustain a learning environment in which student-faculty exchanges are presented in a very individualized and learner-friendly setting. The international character of ICCI reflects a deliberate application of this mission statement. The diverse and multi-national mix of students, faculty and administrative staff assures an enlightened dynamic for interactive teaching and learning environment. Graduates of ICCI are prepared to contribute service as constituents of the modern workforce, wherever they may be placed.

The vision of the institution is manifested through: practical career preparation, combined with technological, economic, social, and ecological awareness; focus upon the Caribbean financial and tourist center location of the Cayman Islands; assurance of a reasonably priced and easily affordable education that is student-focused and responsive to local community needs; and fulfilling academic and cultural needs of the Caymanian and International communities in a variety of degree programs.

CORE VALUES

The core values of ICCI embody a commitment to quality higher education that is affordable, practical, and empowering, thereby fostering placement of graduates in the career path of their choosing.

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The International College of the Cayman Islands is recognized as a degree granting institution by the Cayman Islands Government Education Council.

The International College of The Cayman Islands is accredited as a Premier College by the Accreditation Service for International Schools, Colleges and Universities (ASIC) (UK). The current period of accreditation is October 21, 2016 – October 20, 2020.

The International College of The Cayman Islands received specialized accreditation for its business programs in 2017 through the International Accreditation Council for Business Education (IACBE), located at 11374 Strang Line Road, Lenexa, Kansas, USA. The current period of accreditation is April 2017 through next review April 2024. The business programs in the following degrees are accredited by the IACBE:

Master of Business Administration

Master of Science in Management
(Human Resources Concentration)

Bachelor of Science in Business Administration
(Accounting and Finance Concentrations)

Associate of Science in Business
(Accounting, Banking, and Finance Concentrations)

INTERNATIONAL COLLEGE of the CAYMAN ISLANDS

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GENERAL INFORMATION

The International College of the Cayman Islands (ICCI) is a non-profit, private, independent institution of higher education which opened in the Fall of 1970. The Cayman Islands consist of three islands: Grand Cayman, Cayman Brac, and Little Cayman. Located in the Caribbean Sea south of Cuba and northwest of Jamaica, Grand Cayman is the largest of the three. This island is roughly 22 miles long from east to west with a maximum width of about eight miles. The population is approximately 63,415 (as of December 2017) according to the Cayman Islands Economics and Statistics Office. These Islands are an English-speaking British Overseas Territory.

The campus of the College is located in the central part of Grand Cayman in the rural community of Newlands, approximately seven miles from George Town, the capital. The campus is comprised of three buildings. Friends Hall serves as a classroom building and houses the studio of ICCI-FM. McLaughlin Hall serves as a classroom building and houses the Cayman Islands Institute of Professional Accountants Classroom and the Cayman Islands Fund Administrators Association Classroom. Clayton Strain Hall serves as the administration building and houses the library, the computer labs, the bookstore, a student lounge, a canteen area and additional classroom facilities. The International College Radio ICCI 101.1 FM, was the first radio station in the Cayman Islands; its facilities serve as a workshop for broadcasting classes.

LEGAL CONTROL

The International College of the Cayman Islands is incorporated as a non-profit guarantee company in the Cayman Islands to operate as a private, independent institution of higher education. It is also registered by the Education Council of the Cayman Islands Government.

The school's property and buildings are held in the name of the College by a board of trustees. The Board is responsible for the maintenance of College properties and for policy formulation. The names of trustees and directors are found in this catalog under "Trustees."

HISTORY

The International College of the Cayman Islands is the outgrowth of a need felt by a small group of Caymanians and Americans to establish a private, independent institution of higher education in the Cayman Islands, since no other such institution existed in the Islands. The need was initially expressed by Floris McCoy McField, a Caymanian teacher.

In early 1967, a Founding Committee was organized by Dr. J. Hugh Cummings. The Committee worked for several years making plans for the organization and establishment of the College. In January 1968, the American Committee for the College of the Cayman Islands was formed to provide financial help for establishing a college in the Cayman Islands, a college that would later be named International College of the Cayman Islands. Initial land for the campus in Newlands was donated by the late Hon. James M. Bodden.

In the summer of 1969, an American Friends Service Committee volunteer work camp began construction of Friends Hall, the original building for the College. In the summer of 1970, an Operation Crossroads Africa volunteer work camp helped to complete construction on the building. Classes began September 24, 1970, making the International College the first institution of higher learning in the Cayman Islands. Friends Hall was dedicated on January 23, 1971.

In January 1971, construction on the second building, Clayton Strain Residence Hall, began. The building opened for use in September 1971. Construction of the library building began in the summer of 1973; it was available for use in 1974. In January 1973, ICCI acquired the Sylvia Gill Secretarial College franchise and moved its facilities from George Town to the ICCI campus in Newlands.

In the fall of 1975, the College was chartered in the State of Florida as a degree granting institution and authorized by the former Florida State Board of Independent Colleges and Universities (now Commission for Independent Education) to offer courses of study leading to Associate, Bachelor's and Master's degrees. Classes and seminars were first offered through the Miami Center in 1976.

In August 1979, the College was accredited as a Senior College by the Accrediting Commission of the Association of Independent Colleges and Schools (now Accrediting Council for Independent Colleges and Schools). In the Winter Quarter 1980, graduate studies leading to the Master of Science degree were inaugurated. In the Winter Quarter 1993, the Master of Business Administration degree program began.

In August 1990, Dr. J. Hugh Cummings retired and became President Emeritus. He also continued his relationship with ICCI as Professor of Administrative Management and as Director of the Miami Center.

In September 1990, the Board of Trustees chose Dr. Elsa M. Cummings, also a founder of the College, as the second president of ICCI. She held that post until August 2008 when she became President Emerita. She continued her relationship with the College as Presidential Advisor, Trustee, and Director of the Miami Center.

In January 2000, Dr. J. Hugh Cummings, passed away. Traditionally, a memorial walk is held each year from the college campus, the birthplace of tertiary education in the Cayman Islands, to Pedro St. James Castle, the birthplace of democracy in the Cayman Islands.

In September 2004, the college campus was severely damaged when Hurricane Ivan, a category five hurricane, passed within a few miles of Grand Cayman devastating the Cayman Islands. All three campus buildings and the radio tower sustained damage and were unusable. The college resumed operations at St. Ignatius High School in George Town in November 2004 and continued to operate at that location through the end of the Fall Quarter 2005.

In January 2006, the college returned to its original campus with two fully repaired and renovated buildings. The renovated Friends Hall classroom building and the renovated Clayton Strain Hall administrative building opened for the Winter Quarter 2006. The renovation of both buildings was completed by the generous donation of an alumna of the college, Mrs. Dorothy Scott.

In 2011, the College opened the Carlyle and Martha McLaughlin Hall, thanks to the generous donation of ICCI alumni, Mr. and Mrs. McLaughlin. The building has two classrooms outfitted with high-tech electronics provided by the Cayman Islands Society of Professional Accountants (now CIIPA) and the Cayman Islands Fund Administrators Association.

In 2015, the College launched an online learning initiative to remove barriers to education that ICCI's working student population faces. The online program helps students complete their degrees quickly and emerge successfully in the job market.

In 2016, thanks to the initiative and efforts of Dr. Alicia Law, the College was approved to launch The Sigma Beta Delta International Honor Society for Business, believed to be the first international academic honor society in The Cayman Islands. Fifteen students were inducted as the initial chapter members in June 2016.

In November 2016, The Accreditation Services for International Schools, Colleges, and Universities (UK) granted ICCI accreditation.

In April 2017, ICCI was awarded accreditation status by the International Assembly for Collegiate Business Education (now known as the International Accreditation Council for Business Education), a leading international accrediting body for business programs based in the United States, recognizing the quality of selected business programs.

The College has been fortunate to have had committed leadership over the years with a number of persons serving in presidential roles in the decade following Dr. Elsa Cumming's 2008 retirement, including: Dr. John H. Cummings II, Dr. Ray Hayes (Interim), and Dr. Tasha Ebanks- Garcia, Dr. David Marshall, and Dr. Aleza D. Beverly (Interim). In 2018, the Board of Trustees appointed Dr. Byron Coon as the College's eight president.

EDUCATIONAL PHILOSOPHY

The philosophy of education at ICCI creates a learning environment in which self-motivated students have the opportunity to continue to advance their interests in improving their roles as productive citizens, responsible members of society, and viable constituents of the local work force. These objectives are achieved in a professional environment that is user-friendly, financially affordable, and convenient for traditional and non-traditional learners. The ICCI academic experience offers opportunities for close and guided working relationships among students, between faculty and students, and with administrative staff.

ICCI espouses the belief that understanding and development depend on the students' perception of the relevance of their learning to themselves and their environment; that knowledge cannot be imposed, but is a dynamic process growing from the involvement of both teachers and students with problems and experiences which affect them.

NON DISCRIMINATION STATEMENT

ICCI does not discriminate against individuals on the basis of color, race, sex, sexual orientation, gender identity, pregnancy, marital status, religion, disability, age, arrest record status, veteran status, military service record, ancestry, genetic information or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and other ICCI administered programs and activities, but may favor Caymanian citizens or residents in admissions and financial aid.

All admission offers are made on a provisional basis, and the offer can be rescinded at any point up to the first day of instruction of the admission term. Reasons for rescission of admission offers include, but are not limited to, the following:

Your conviction or being charged with a criminal offense at any time following the submission of your application until your scheduled first day of instruction at ICCI.

Failing to report any convictions of pending charges for a criminal offense that have already occurred at the time you submitted your application or, if applicable, at any time following the submission of your application until your first scheduled day of instruction at ICCI.

Failure to report such convictions or charges may also lead to disciplinary action if discovered after you have begun instruction at the College.

ORGANIZATION AND ADMINISTRATION

The governing body of the College is the Board of Trustees. The Board is comprised of 16 members, who serve for renewable five year periods, selected from the local and international communities, faculty, and alumni.

The day to day affairs of the College are administered by the President, supported by administrative staff of the College.

RECOGNITION AND ASSOCIATIONS

Accreditation

- The International College of the Cayman Islands is recognized as a degree granting institution by the Cayman Islands Government Education Council.
- The International College of The Cayman Islands is accredited as a Premier College by the Accreditation Service for International Schools, Colleges and Universities (ASIC) (UK). The current period of accreditation is October 21, 2016 – October 20, 2020.

- The International College of The Cayman Islands has received specialized accreditation for its business programs through the International Accreditation Council for Business Education (IACBE), located at 11374 Strang Line Road, Lenexa, Kansas, USA. The current period of accreditation is April 2017 through next review April 2024.
- The Association of Chartered Certified Accountants (ACCA) has granted “Exemption Accreditation” to the college. Exemption Accreditation means ICCI graduates are exempted from certain examination papers ordinarily required by the ACCA.

Memberships

- The Cayman Islands Chamber of Commerce (CICC)
- The American Library Association (ALA)
- The Library and Information Resources Network, Inc. (LIRN)
- American Association of Collegiate Registrars and Admissions Officers (AACRAO)

ASSESSMENT INFORMATION

ICCI is an institution that takes teaching, learning and assessment very seriously. The College uses both direct and indirect tools to measure student learning outcomes at the course, program and college wide levels. All students are required to participate in assessment program activities.

Assessments may include, but are not limited to examinations in general education, internationally benchmarked tests, writing tests, ePortfolios, Capstone projects, tests of learning gains specific to major fields of study and opinion surveys regarding students' academic experiences.

STUDENT SERVICES INFORMATION

Both students and faculty contribute to the international flavor of the ICCI campus. The student body has included representatives from six continents, while faculty members have come from a variety of locations around the world.

FAMILIARITY WITH COLLEGE REGULATIONS

On or before entrance, each student receives a copy of the College Catalog and the Student Handbook or a link to the documents on the College website which set forth the policies and regulations under which the College operates: www.icci.edu.ky. Hard copies are available in the library for viewing and also are on file with the Office of the Dean. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

STUDENT SERVICES AND ACTIVITIES

The office of the Student Support and Career Services is located in Clayton Strain Hall. The Student Lounge and Canteen, which are also located in Clayton Strain Hall, are available to students as study and meeting areas.

Orientation: Prior to attending classes, new students, as well as those returning to the College after four quarters or more of nonattendance, are required to participate in an orientation program. This program is designed to acquaint students with the policies, faculty and staff of the College.

Advising and Counseling: The Office of Student Support Services and the Office of the Dean are available to discuss personal, academic and career concerns.

Placement: The Director of Student Support and Career Services offers placement assistance to ICCI students and graduates in finding internships and employment.

Although the College does not guarantee employment, it provides the opportunity for career education in several fields through internships and placements as part of the academic program in the student's chosen area of study. Also provided are workshops focusing on resume building, interview skills, professional etiquette and dress and one-on-one assistance in preparing for interviews and other job search related activities.

The College will conduct surveys at the time of program completion to identify those individuals who require assistance with placement. The College will also perform follow up surveys six months after graduation each academic year.

Graduates are urged to keep in touch with the College in order to take advantage of available employment openings.

Activities: Social and recreational activities are planned by a Student Activities Committee under the direction of Student Government. Each quarter the committee organizes events that provide students the opportunity to socialize with faculty, staff, and fellow students in a variety of ways. Examples of activities have included boat cruises, snorkeling trips, Earth Day clean up teams, attendance at comedy clubs, international nights, family fun days, submarine rides, miniature golf evenings, beach picnics, the annual Dr. J. Hugh Cummings' Memorial College to Castle Fun Run/Walk, and participation in other community events.

LIBRARY

The ICCI Library is the College's gateway to a world of quality information resources where students can access a substantial collection of print and online resources that have been carefully selected to support the academic curriculum.

The Library's online catalog and subscription databases are available by logging into student's Populi Account: populiweb.com. Current students, faculty, and staff can access library databases by using their Populi ID username and password.

Reference and research help are available both in-person and online. The librarian offers information literacy workshops, library and research skills sessions and academic referencing tutoring each quarter. The library also manages the College's instructional and media equipment to support teaching and learning.

DIRECTORY INFORMATION

ICCI follows United States Federal guidelines set out in the Family Educational Records Privacy Act (FERPA) which dictates what records are and are not confidential.

Directory information, as defined under the FERPA, is information in a student's file which would not generally be considered harmful or an invasion of privacy if disclosed. Postsecondary institutions may disclose directory information without consent if they have given the eligible student notice of the kinds of information they designate as directory information and an opportunity to opt out of directory information disclosures. Directory information includes the following:

1. Name
2. Address and phone number
3. E-mail address and photograph
4. Date and place of birth
5. Enrollment status
6. Dates of attendance
7. Major field of study
8. Degrees and awards
9. Participation in activities

Students may direct the college to keep all information, including directory information, confidential by submitting the appropriate form to the Registrar's office. For more information

regarding Directory Information, please see the United States Department of Education website at www.ed.gov.

STUDENT CONDUCT

Each student is held responsible for conforming to local laws and for behaving in a manner consistent with the best interest of the College and of the student body. The *Student Handbook* contains the campus rules and student regulations. Students are expected to abide by these rules and regulations. The College reserves the right to discipline a student when his/her conduct is determined not to be in keeping with the standards of conduct for an ICCI student.

The College supports the Island-wide effort to create a drug free environment; therefore, students and their visitors are expected to adhere to the College's policy of maintaining an alcohol free campus. A smoke free environment is also maintained inside the buildings, this prohibits smoking and smoking paraphernalia (e.g. e-cigarettes, e-vapors, wizard pipes, etc.)

Disciplinary action may lead to a warning, probation, suspension or expulsion. The Dean or the person acting in that capacity, is responsible for the discipline of students, but may act in conjunction with other officers of the College. Before disciplinary action is taken, a student is entitled to a hearing. The student will be heard by the Dean and an appeals committee. The student may appeal to the President after this meeting. Decisions from the President are regarded as final.

HOUSING

Upon request, the College will assist overseas students in finding suitable accommodations.

FINANCIAL ASSISTANCE

Institutional financial assistance is funded through benefactors and determined by the Financial Aid Committee. These funds are disbursed into three categories of assistance to ICCI students who qualify on a quarterly basis as funding permits: scholarships, grants-in-aid, grants.

Scholarships are financial gifts to a student. The primary reason for the award is the student's academic performance or potential for performance in the educational program

of the institution. The primary scholarship of the College is the Dr. J. Hugh Cummings Memorial Scholarship. Scholarships may be awarded quarterly to degree-seeking ICCI students in good financial standing who demonstrate financial need and who have a 3.00 cumulative grade point average for undergraduate students and a 3.50 cumulative grade point average for graduate students. The scholarship may be available to promising new students on a case by case basis when funds are available. The minimum amount of the scholarship is \$300 and the maximum is \$1,000 pending the availability of funds. The amount awarded is determined by several factors including the student's performance, the amount requested, the number of classes being taken by the student, and the number of applications received in total. Students will be required to reapply each quarter. Applications must be submitted by the announced deadlines prior to the award term.

Grants are gifts of money made to a student in need of financial assistance and believed capable of meeting academic requirements. Grants may be awarded quarterly to degree-seeking ICCI students in good financial standing who demonstrate financial need and have earned a 2.00 cumulative grade point average for undergraduate students and a 3.00 for graduate students. The minimum is \$300 and the maximum is \$1000.00 per quarter. Grants do not require repayment. Students will be required to reapply each quarter.

Grant-in-aid are awarded to students in need of financial assistance who are willing to perform duties assigned on the campus. There is no cash payment for grants-in-aid; instead, the students receive credit on their accounts. Grants-in-aid may be awarded quarterly to degree-seeking ICCI students in good financial standing who demonstrate financial need and have earned a 2.00 cumulative grade point average for undergraduate students and a 3.00 for graduate students. Grant-in-aid students must perform their duties satisfactorily. Applications must be approved by the Financial Aid Committee. The maximum amount is equal to the grant-in-aid student's quarterly tuition charges. Students will be required to reapply each quarter.

Application and selection process:

The selection of financial aid recipients is made by the Financial Aid Committee each quarter when funds are available. Applications for financial assistance should be addressed to the ICCI Financial Aid Committee on a quarterly basis and received by the deadlines announced by the Business Office prior to the award term. Applications are available from the Business Office or online at www.icci.edu.ky in the Financial Assistance section of the website.

The College is not currently participating in US federal or state financial aid.

UNDERGRADUATE ADMISSIONS INFORMATION

The International College of the Cayman Islands (ICCI) offers undergraduate students the opportunity to pursue careers in business, office administration, and human and social services. The College invites applications from serious, ambitious individuals seeking entry-level positions, advancement, or a career change in those areas by pursuing associate and baccalaureate degrees.

Prospective students must understand that ICCI is a private, independent institution and, therefore, admission and enrollment are a privilege and not a right. ICCI reserves the right to refuse admission or enrollment. Each student is subject to the College's rules and regulations. Enrollment is open on a quarter-to-quarter basis rather than on a yearly basis. Admission applications are available on campus or by emailing admissions@icci.edu.ky. Prospective students may contact or visit the campus to obtain more information.

Admission to the College for undergraduate studies is determined on an individual basis.

For degree-seeking students, admission to an undergraduate degree program at ICCI requires the following:

- (1) A completed and signed application form
- (2) CI\$60.00 (US \$75.00) Application Fee – Non refundable
- (3) Official High School Transcript or Official Equivalent (one of the following must be in the file)
 - High School diploma
 - Copy of GED results indicating pass
- (4) An official transcript from every college/university previously attended
- (5) Two letters of reference (not from relatives) attesting intellectual and emotional readiness to do college-level work
- (6) Proof of legal residency in the Cayman Islands - Copy of passport/birth certificate/status certificate/other certificate/ work permit/student visa
- (7) Picture Identification - Driver's license or passport
- (8) Accuplacer Exam - The test areas are Arithmetic, Reading Comprehension and Sentence Skills
- (9) TOEFL Results – A Test of English as a Foreign Language score of at least 550 (paper based) or equivalent for speakers of non-English languages.
- (10) IELTS RESULTS – International English Language Testing System score of no less than 6 and a minimum score of 4 in each of the sections.

Two categories of degree seeking undergraduate students will be accepted for admission:

- (1) **Regular** students are those who fulfill all admission requirements prior to registration.
- (2) **Provisional** students are those who desire to be accepted into degree programs but have incomplete documentation or requirements. This indication is reserved for extreme, unique situations. Such students will be admitted on a conditional basis and will be classified as provisional students until requirements for regular standing are fulfilled. All documentation requirements **must be** completed within **two quarters**. A provisional student who has not fulfilled regular admission requirements within **two quarters** may be dismissed from the College.

Non-degree seeking students may attend as unclassified students. The admission requirements are listed below:

- (1) A completed, signed application form
- (2) CI\$60.00 (US \$75.50) Non-refundable Application Fee
- (3) Two reference letters completed by non-relatives
- (4) The Accuplacer Exam may be required
- (5) Proof of high school completion or equivalent if taking college level courses

The College asks applicants to visit the campus for a personal interview with one of the College admissions personnel to discuss plans and career goals.

Official transcripts from all colleges or universities attended prior to applying for admission at ICCI must be requested and sent to the College as soon as possible so the admission process will not be delayed. All documents become the property of the College. ICCI will not release official transcripts, or copies thereof, received from other institutions.

Application may be made at any time and applicants will be informed of their acceptance status after all required information and payment are received and the applicant's qualifications are reviewed by the Admissions Office.

Students applying for admission into an undergraduate program at the International College of the Cayman Islands must be proficient in writing, speaking, and understanding the English language. All students pursuing undergraduate degrees must take EN101 Use of the English Language I, EN 102 Use of the English Language II, and MA101 Introductory College Mathematics. The prerequisite for EN101 is EN090 English Workshop or the successful completion of the English section of the Accuplacer. The prerequisite for MA101 is AP009 Developmental Math or the successful completion of the Math section of the Accuplacer exam.

A student must obtain a minimum score of 70 on the College Level Math Accuplacer exam in order to earn placement into MA 101. A student must obtain a minimum 80 on the Reading Comprehension and 80 on the Sentence Skills Accuplacer exams in order to earn placement into EN 101 (unless special permission is granted to waive developmental requirement).

CREDIT BY EXTERNAL EXAMINATION

ICCI awards Advanced Placement (AP) credit if a student earns a 3, 4 or a 5 on the Advanced Placement Exam. If a student scores a 4, 5, 6, or 7 on an Advanced IB exam, that student may also receive credit. Credit is only awarded for coursework equivalent to the content covered in either of the examinations. Only original, sealed transcripts or certifiable electronic copies of test scores will be accepted to validate student test performance on the Advanced Placement (AP) or International Baccalaureate (IB) exams.

The College accepts appropriate credits established by the College Level Examination Program (CLEP), PEP or DANTES subject testing, and professional certification examinations recognized by the American Council on Education. Official test scores must be sent to the Registrar of the College.

For other types of exams (British A-Levels, NY Board of Regents, or other ACE recommended tests) a Faculty Committee will review the student's test results and determine to accept or reject the results for credit in a particular course, depending on the type of exam and course. It is important to note that any credits obtained by examination are Pass/Fail and will not affect a student's GPA.

TRANSFER STUDENTS

The transfer of credit policy applies to both Associate and Bachelor's credits sought to be transferred. Students with earned college credit from another accredited college or university may apply to have these credits transferred into their program at the College. Approval will be given for the maximum number of credits already completed with a grade of "C" (70%) or better that are compatible with the student's chosen degree plan. ICCI will not accept a grade of D or below for transfer credit. ICCI will also not accept a grade of below 70%, even if the grade assigned by the transferring institution is a C where the grade scale used by the

institution from which credits are sought to be transferred is different than the grade scale used by ICCI.

Credit from lower division courses (100-200 level) in other institutions is not transferable to upper division courses at ICCI (300-400 level) unless the Dean is provided supporting documentation to validate the transfer of a lower-division course to a higher-division course.

An official transcript from each college previously attended must be submitted upon admission to the College. Failure to provide an official transcript will prevent a student from enrolling in courses that require pre-requisites and/or prevents students from completing their degree program's requirements. A maximum of 105 quarter credits or equivalent may be transferred from junior colleges and/or a maximum of 135 quarter credits or their equivalent may be transferred from senior colleges. ICCI usually accepts credits only from an institution accredited by an institutional accrediting agency listed by the U.S. Department of Education, or from an institution that is internationally recognized and/or recognized by the government of the country in which it operates as a degree granting institution, such as the University Council of Jamaica (UCJ). Transfer credit from non-accredited schools may be validated for transfer by examination from a NACES-approved evaluation services organization or petition if courses are substantially equivalent to those offered at ICCI. To fulfill the residence requirement, transfer students must earn the equivalent of at least three quarters of full-time study (45 credits) at ICCI.

Transfer credits will be granted only for courses with a grade of 70% or higher on a 100 point scale for undergraduate courses earned, and 80% or higher on a 100 point scale for graduate courses. A three credit hour course taken at a semester school transfers in as four quarter credit hours requiring students to complete an additional one credit hour to meet ICCI's five credit hour requirement. Course syllabi will be used to determine if transferred course content aligns with ICCI's course syllabus. Students may be required to document their previous learning by taking an assessment of competency in that subject. Upon passing the assessment, the student must contact the instructor prior to the beginning of the term to receive course requirements for the one credit hour. See your advisor for further information.

TRANSIENT STUDENTS

Students in good academic standing attending other institutions may enroll at ICCI for a specified period of time. The regulations of the primary college will apply and verification of credit acceptance should be obtained prior to enrollment at ICCI by the student.

INTERNATIONAL STUDENT INFORMATION

When international students apply for admission in a program, transcripts of completed secondary and applicable post-secondary credits are required along with an evaluation by a professional agency and/or translation if necessary. The student is responsible for the expense for this service. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received from each course. The international student must also provide a TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examination results. This is required for all applicants whose native language is not English. A minimum score of 80 for the internet-based TOEFL or 550 for the paper-based TOEFL, or 6 for IELTS is required for admission. Applicants who have completed degree programs in English at the college or university level may qualify to have the requirement waived. If this is not noted on the applicant's transcript, a letter from the registrar at the applicant's college or university stating that his/her language of instruction was English **will** be required.

For reporting purposes, the ICCI code for TOEFL is 0758. To submit IELTS scores, please contact the test center where you took the test and request that an official Test Report Form be sent to The International College of the Cayman Islands.
Visit www.toefl.org or www.ielts.org for more information.

ICCI requires overseas students to have the total amount of one year's expenses on deposit with the College. ICCI also requires them to have deposited with the College at all times a valid return ticket to their homes or equivalent cash deposit. Overseas students must fulfill immigration requirements for entry and be aware that Cayman Islands law does not permit gainful employment without a Gainful Occupation License (work permit). Overseas students should make certain that all arrangements, academic, financial and immigration matters, have been completed before arriving in the Cayman Islands. Overseas students must be enrolled as full-time students with a minimum of 12 credits each quarter. The prospective student is responsible for applying for and obtaining a student visa prior to registration for courses at ICCI. A copy of the approved student visa, by way of official letter provided by immigration or a valid

student visa stamp on the passport must be provided to the Admissions Representative prior to registration in courses.

Prospective students that require a student visa to attend ICCI can find more information on the application process and requirements at the following government website address.
<http://www.immigration.gov.ky/>

RE-ADMISSION

A student who has been out of school for at least four successive quarters, or has completed a Bachelor's degree program and desires to begin a Master's degree program, or is suspended from school for academic or disciplinary reasons, must reapply for admission and will be subject to the current admission and curriculum requirements. A student suspended for academic reasons may reapply and upon approval by the Dean, be readmitted as an unclassified student subject to the current catalog. A readmitted student will not be considered for regular standing until his/her GPA for all courses is 2.00 or higher for undergraduate studies and 3.00 or higher for graduate studies. A student suspended for disciplinary reasons may be considered for readmission following the period of suspension. ICCI reserves the right to refuse readmission.

DISCLOSURE

The College reserves the right to modify its tuition and fees; to add or withdraw members from its faculty and staff; to rearrange its programs from time to time as teaching policies make it desirable; and to withdraw subjects, courses, and programs if registration falls below the required number. Course substitutions may be made with the Dean's approval. The total hours specified in each area of the degree or the program total are the minimum requirements for completion.

TRANSFER TO OTHER COLLEGES

The College neither implies nor guarantees other institutions will accept credits completed at the College. Each institution has its own policies governing acceptance of credit from other institutions since rules and grade requirements vary from college to college. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Therefore, if the

student anticipates a transfer of credits earned at ICCI or enrollment in advanced studies, the student must inquire with those institutions from which recognition of academic work at ICCI will be sought and independently determine whether or not the program, course, or courses of study will be accepted by those institutions into which future enrollment is intended.

FINANCIAL INFORMATION

STUDENT ACCOUNT - INVOICES / PAYMENTS

Invoices will be issued at the beginning of each quarter. Payment is expected in full once the invoice has been issued (unless a student has a scholarship or sponsorship). If payment cannot be made in full at the start of the quarter, a payment plan must be requested and approved by the Business Office. Statements will be sent via email several weeks into the quarter.

All students' accounts are due and payable at the time such charges are incurred. College regulations prohibit: registration, class attendance, graduation, granting credit, taking of final examinations, providing verification letters of any kind, or release of grades or transcripts for students whose accounts are delinquent.

A payment plan for remitting the total cost in installments may be available to students who qualify through the Deferred Payment Plan. Under this plan, there is a CI\$30.00 service charge each quarter and payments are set up on a schedule agreed between the Business Office and the student. Fees and tuition may be paid using cash, cheque, Visa, Mastercard or Discover credit cards, or debit card, as well as online through Cayman National Bank. A student who has been in default on payments for previous quarters or students placed on academic probation will not be eligible for a payment plan. For further information concerning this plan, contact the Business Office.

The charges for tuition, laboratory fees, service charges and all other charges made by the College are called fees. All students are expected to understand the fee policy of the College (see Schedule of Fees) to abide by it. Payment for textbooks must be made upfront at the time of purchase.

COMPANY SPONSORSHIP / GOVERNMENT SCHOLARSHIP

All students who are sponsored by a company must provide the Business Office with a letter stating the student's name and the fees that will be covered. Invoices will be issued to the student and it is the student's responsibility to submit the invoice for payment. For those students on Government scholarships, ICCI will coordinate directly with the Scholarship Secretariat regarding payment. The Scholarship students are responsible for all charges above

and beyond that which is covered by the Government scholarship and must keep their accounts current in accord with school policy.

REFUND POLICY

The operating budget of the College provides for the engagement of faculty, expenses, and other annual provisions for management and physical facilities. The College anticipates its budget upon the collection of tuition charges for the full academic term for all accepted students. The withdrawal of a student does not decrease the expenses of the College to any substantial extent. The refund policy has been established so that the student who withdraws from class will share in the incurred costs. Refunds are made in a fair and equitable manner in accordance with the policies of the College.

The effective date of withdrawal from the College or from a class is based on the date of submission of an online withdrawal form called the Add/Drop Form. Refunds on prepaid accounts or credits placed back on student accounts will be made within 30 days from submission of the Add/Drop Form along with verification of the class attendance roster. Refunds will be made only on tuition and lab fees as follows:

- (1) 100% of advance tuition and fees (less non-refundable fees) on withdrawal before classes begin;
- (2) 75% of the quarter's tuition and fees on withdrawals during the 1st week of the quarter;
- (3) 50% of the quarter's tuition and fees on withdrawals during the 2nd and 3rd week of the quarter.

No refunds will be made after the 3rd week of the quarter and students will be charged for any outstanding balances based upon charges incurred.

A student wishing to withdraw from a Seminar must complete the online withdrawal form, or Add/Drop Form, prior to the start of the quarter. Once the quarter has begun, all students listed on the official roster for the Seminar are not entitled to a refund regardless of attendance unless special consideration and approval is given by both the Dean and the Business Office.

Failure to Enter / Cancel On Entry (COE): If a student does not begin classes, the full amount of any prepaid tuition will be refundable minus non-refundable fees. COE's will be determined in Week 3 of the quarter and again at the end of the quarter.

SCHEDULE OF FEES

Following are the expenses per quarter. All amounts are in Cayman currency. Book costs vary and thus are not included. There are four quarters in the school year. Fees are subject to change and students will be notified of any change one quarter in advance.

TUITION AND FEES (per quarter)

Tuition, per credit (001-499 courses)	120.00
Tuition, per credit (500-599 courses)	150.00
Registration (non-refundable, all students)	60.00
Lab Fee (non-refundable, all students)	50.00
Campus Management Fee	80.00
Course Materials Fee	10.00
Student Activities (non-refundable, all students)	10.00

OTHER FEES

Application (non-refundable)	60.00
Credit by Exam, per credit (100-499 courses)	120.00
Credit by Exam, per credit (500-599 courses)	150.00
Late or Change of Registration	30.00
Graduation Application Fee	100.00
Commencement Fee	400.00
Transcript	25.00
Student Identification Card	25.00
Returned Check Charge	60.00
Late Fee/Payment Plan Service Charge	30.00
Seminar Registration Fee (non-refundable)	60.00

Seminar accommodation costs, airline transportation, books, and personal expenses are the responsibility of the student.

INTERSESSION

Tuition, per credit (001-499)	120.00
Tuition, per credit (500-599)	150.00
Registration (non-refundable)	60.00
Lab Fee (non-refundable)	50.00

Final examinations, grades, diplomas, transcripts, and letters of verification will not be given until the student's account is paid in full.

ACADEMIC INFORMATION

With the exception of the **Master of Professional Accountancy** schedule, the Academic Calendar is divided into four quarters of approximately 11 weeks: Fall, Winter, Spring, and Summer. A two-week Intersession may also be held, based on demand and enrollment, between the Fall and Winter quarters. The **Master of Professional Accountancy** schedule follows 16 week terms equivalent to semester programs.

Late registration or change of registration is not permitted for Intersessions.

REGISTRATION

Students are expected to register for classes during the Registration period.

Schedule Changes: Changes to schedules can be made prior to the end of the first week of classes. Approval from the Dean must be obtained to change registration after classes begin. A \$30 fee is charged for change of registration.

Withdrawal: Students have the option to withdraw from a particular course in which they are enrolled. The timing of the withdrawal will determine if an academic penalty is incurred. Students who withdraw between weeks one to seven will be given a “W”. A withdrawal during weeks one to seven will not affect the student’s GPA; however, it will be reflected in the student’s academic record as an attempted course, which could affect the Standards of Academic Progress. Approval from Instructor, Advisor, and the Dean must be obtained to withdraw from a single class.

Students who drop a single class or withdraw from the College after week seven will be given an “F” for the course.

A student wishing to withdraw from a Seminar must complete a drop form prior to the start of the quarter. Once the quarter has begun, any student who withdraws but is listed on the official roster for the Seminar will receive a “W” and it will be reflected on the student’s academic record as an attempted course.

Note: Students with outstanding accounts will not be allowed to register for the upcoming quarter unless they have obtained special consideration and approval from the Business Office.

CREDIT SYSTEM AND COURSE LOAD

Throughout this catalog, the number stated for a course (in parentheses) indicates the credit hours for each course.

Definition of Credit: Credits are expressed in quarter hours and usually indicate the number of class meeting hours, or equivalent, per week for the quarter. A "contact hour" equals fifty minutes of instruction. One "quarter credit" equals a minimum of 10 hours of lecture, 20 hours of lab/practicum, or 30 hours of internship.

Course Load: A full-time student will take 12-15 hours of course work per week for the quarter. No student may carry more than 18 credit hours per quarter without the approval of the Dean. The maximum course load is 20 credit hours per quarter. International students must enroll for a minimum of 12 credit hours per quarter.

Student Status: As defined by U.S. Standards, students taking 12 or more undergraduate credit hours per quarter will be considered full-time students. Students taking fewer than 12 undergraduate credit hours per quarter will be considered part-time students.

Student Classification

Students will be classified as follows;

Student Classification	Credits Earned
Freshman	1-45
Sophomore	46-90
Junior	91-135
Senior	136-180

GRADES AND GRADE-POINTS

The grading system and grade-point values used by the College are as follows:

Grade	Interpretation and Approximate Percentage	Grade- Points (per credit)
A	Excellent (90-100%)	4
B	Good (80-89%)	3
C	Average (70-79%)	2
D	Below Average (60-69%)	1
F	Failure (below 60%)	0
I	Incomplete	Not computed
P	Pass	Not computed
W	Withdrawal	Not computed
AU	Audit	Not computed
NP	No Pass	Not computed

To compute a grade point average (GPA), one should take the number of quarter credit hours per course and multiply that number by equivalent grade points listed above. For example, a 5 credit hour course times the 4 grade points achieved for an “A” grade will earn a total of 20 grade points. A 5 credit hour course times the 2 grade points achieved for a “C” grade will earn a total of 10 grade points. To compute a cumulative grade point average, the total of grade points earned is 30 which is divided by the 10 credit hours taken to date. The result is a grade point average of 3.00. These grade-point averages are calculated only on credits earned at ICCI.

Pass/Fail: A grade of “P” or Pass is defined as a “C” or higher for undergraduate courses and as a “B” or higher for graduate courses. A score below those marks will be graded as an “F”. Neither a grade of “P” or “F” where a class is taken as a Pass/Fail course will be calculated for purposes of grade point average.

Incomplete: Incomplete grades will only be given when extraordinary circumstances beyond the student’s control (e.g. hospitalization, accident, death in the family, etc.) prevent him/her from completing course requirements or taking the final exam for a particular course. The student must notify the instructor as soon as possible of this situation. The decision to grant an incomplete grade will be based on the particular circumstances and will ultimately rest with the instructor. Furthermore, the instructor has the right to request documentation before

issuing the incomplete grade. The student will have no more than one quarter from the end of the term in question to make up incomplete work. If the student does not make up the incomplete work during this time period, the incomplete grade will be converted to a failing grade of “F.” A student must be enrolled for the quarter in which an incomplete is removed.

Repeating Courses: An undergraduate student may repeat a course taken at the College where a grade of “D”, “F” or “NP” has been earned in order to fulfill program requirements and/or to improve the cumulative grade point average. Both courses will appear on the student’s transcript. The two grades earned will be averaged for the GPA calculation. Both courses will also be considered credit hours attempted for the purpose of successful course completion percentages.

Withdrawals: A grade of “W” will be given to a student who, within the first **seven** weeks of the quarter, formally withdraws from a class or from the College. A grade of “F” will be recorded for students who, after the end of the seventh week of the quarter, either discontinue attending classes or withdraw from school.

Pass/No Pass: Pass “P” and No Pass “NP” are used in non-college credit courses. A grade of Pass is a score of 70% or higher on the college standard grade scale and a grade of no pass is a score below 70% on the college standard grade scale.

Auditing Courses: Students who wish to take a course purely for information or enrichment and who do not wish credit may do so at the International College of the Cayman Islands if they agree to attend the regularly scheduled class sessions though assignments and examinations will be waived. The tuition rate for audited courses is the same as for classes taken for academic credit.

A change from a credit to an audit course will not be permitted after the registration period.

Course Substitutions: A student may petition the Dean to substitute a course from the same area of study to fulfill requirements. Students may request substitution of a more advanced course for a more basic course if they take a placement exam to demonstrate proficiency.

Transcripts: A Permanent Academic Record (Transcript) of the student’s progress shall be maintained by the Registrar’s Office and will be issued upon a student’s request.

Official transcripts are issued from institution to institution. ICCI official transcripts will bear the College seal and the registrar's signature. Personal Transcripts will state, "STUDENT COPY".

Upon written application by the student to the Registrar's office and the payment of the fee for each copy ordered, the College will furnish transcripts of each student's scholastic record.

No transcript may be issued for a student who is in arrears.

UNDERGRADUATE STANDARDS OF ACADEMIC PROGRESS

An undergraduate student must meet the following minimum standards of satisfactory achievement and successful course completion while enrolled. Unless waived, all required courses in a program, or approved substitutes, must be successfully completed by the student for that student to graduate. Moreover, only **Regular Students** are eligible for graduation. **Provisional students** who have not achieved regular status within **two** academic quarters may be dismissed from the College.

Maximum Time Frame: A student must complete the entire Associate degree program (90 quarter credits) while attempting no more than 135 quarter credits. Likewise, a student must complete the entire Bachelor's degree program (180 quarter credits) while attempting no more than 270 quarter credits. Failure to complete the selected program during the allotted time periods will result in the dismissal of the student.

The maximum time frame for **transfer students** is calculated on the basis of the number of credits that they must earn at International College of the Cayman Islands to achieve an Associate or Bachelor's degree. The maximum time frame for the student will not exceed 1.5 times the credits necessary to complete the program in question.

Change of Programs and Second Degrees: A student who changes programs shall not have counted toward the maximum allowable credits those courses which are not applicable to the program into which they have transferred. A student who pursues a second degree is permitted 1.5 times the number of required hours to achieve that second degree. For example if a student requires 40 hours to get a second bachelor's degree the maximum allowable time will be 1.5 times that amount or 60 credit hours in which to finish their second degree.

Evaluation Points: At a minimum, each student will be evaluated at least once every academic year (as measured by earned credits, not attempted credits). In addition, those pursuing an Associate degree will be evaluated after they have attempted 30 and 65 quarter credits, and before they have attempted 135. Those in the Bachelor's degree program will be evaluated after they have attempted 65 and 135 quarter credits and before they have

attempted 270. If these evaluation points fall during the middle of a quarter, the evaluation is done at the end of the preceding term.

The formula for evaluation points for undergraduate transfer students is as follows:

- (1) The number of hours transferred in and the number of hours remaining toward their degree will be determined;
- (2) The number of hours remaining toward their degree is multiplied by 1.5; this determines the maximum period in which credits must be obtained (and the proper evaluation points);
- (3) The evaluation points are set at 25% of maximum credits remaining based on attempted credits at ICCI, 50% of maximum credits remaining based on attempted credits at ICCI, and 100% of maximum credits remaining based on attempted credits at ICCI;
- (4) The students are evaluated using the same requirements for each time period as non-transfer students as set forth in this catalog; and
- (5) The academic year evaluation points are based on their total earned hours at ICCI and are set at 45, 90, 135 and 180 earned credits.

SATISFACTORY PROGRESS TABLE - Associate Degree

Required Evaluation Points	Minimum Cumulative GPA	Minimum Successful Course Completion % of Courses Attempted
**30 attempted credits	1.25	55%
*65 attempted credits	1.50	60%
*135 attempted credits	2.00	65%
End of Each Academic Year:		
**45 earned credits	1.33	57%
**90 earned credits	2.00	65%

SATISFACTORY PROGRESS TABLE - Bachelor's Degree

Required Evaluation Points	Minimum Cumulative GPA	Minimum Successful Course Completion % of Courses Attempted
**65 attempted credits	1.50	60%
*135 attempted credits	2.00	65%
*270 attempted credits	2.00	65%
End of Each Academic Year:		
**45 earned credits	1.33	57%
**90 earned credits	2.00	65%
**135 earned credits	2.00	65%
* 180 earned credits	2.00	65%

*Students not meeting these standards are not eligible for financial assistance, may not be placed on probation, and **must be dismissed from the College**. The Institution may place the student in an extended status.

Students not meeting these standards do not have to be dismissed; however, **probation is required.

Minimum Academic Achievement: An Associate degree student must achieve cumulative grade point averages (cum GPAs) of the following: 1.25 at 30 attempted credits; 1.50 at 65 attempted credits; and 2.00 at 135 attempted credits. In addition, those who have earned at least 90 credits must maintain a 2.00 cumulative GPA. A Bachelor's degree student must achieve cumulative GPAs of the following: 1.50 at 67 attempted credits and a 2.00 cumulative GPA after earning 90 credits. Failure to maintain minimum academic achievement will result in the student being placed on academic probation.

Successful Course Completion: A regular student must complete an entire program within 1.50 times the program length. To fulfill the satisfactory progress requirements, he/she must successfully complete the following percentages of credit hours earned:

- for 0-30 attempted credits, 55% of the credits attempted;
- for 31-65 attempted credits, 60% of the credits attempted;
- for 66+ attempted credits, 65% of the credits attempted.

Probation & Dismissal: Regular students failing to meet successful course completion rates during the first 25% of the maximum time frame (i.e. 55% of 30 attempted credits for the

Associate degree or 60% of 65 attempted credits for the Bachelor's degree) will be placed on academic probation. Regular students failing to meet successful completion rates during the first 50% of the maximum time frame (i.e. 60% of 67 attempted credits for the Associate degree or 65% of 135 attempted credits for the Bachelor's degree) will be dismissed from the College.

All students placed on probation will be counseled by their academic advisors and will be advised to attend the English, Math, and/or Accounting Labs as needed.

A student will remain on academic probation until he/she has attempted 50% of the maximum time frame for the program elected (65 attempted credits for Associates: 135 attempted credits for Bachelors), or the credits he/she has completed exceed 65% of the credits attempted. During the period of academic probation, the student is expected to maintain a 2.00 current GPA or better.

A student who is on probation and fails to progress as stipulated above, regardless of grades received for the current quarter, will be placed on final probation. Should the student on final probation still fail to progress, he/she will be suspended from regular status or dismissed from the College.

A student who has been placed on academic probation must immediately clear their account balance with the College and pay tuition and fees for future quarters upfront until they are no longer on probation.

Extended Enrollment Status: A student suspended for academic reasons extends his/her enrollment status by reapplying for admission as an **unclassified student**. Having been granted such status, he/she may register for no more than 15 credits per term. During this period, the student must correct academic deficiencies that led to the suspension by taking remedial courses or retaking courses previously failed. If the student is not capable of correcting their academic deficiency within three courses they may remain on unclassified status for subsequent quarters until such time as they remove their deficiency. While on extended status the student must maintain a quarterly GPA of 2.00.

A student may not continue studies in such an extended enrollment status beyond the published time frame for the degree sought and still receive the degree.

Reinstatement as a Regular Student: A student who has re-established his/her satisfactory progress according to the above criteria may apply to the administration to return to **regular student** status. Instructors who have been familiar with the work of the student shall advise the

Dean during the approval process. A reinstated regular student will be placed on probation until the following required evaluation point (or in the case of a Bachelor's degree student, until 15 additional credits are earned).

Appeals: Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still unsatisfied, the student may then appeal in writing to the Dean. The appeal will be reviewed by the Dean and an academic committee. Students have the right to appeal decisions to the President. All decisions from the President are final.

Readmission after Dismissal: A student who has been dismissed must petition for reinstatement. Following the student's first dismissal, he/she may apply for extended status during which the student will be Unclassified and may take courses to correct the academic deficiency (course completion percentage or cumulative GPA). The student must maintain a quarterly GPA of 2.00 for those credit hours taken as an Unclassified student. If the student does not maintain a quarterly GPA of 2.00, then he/she will be dismissed from the college and must follow the procedures below. When the student has corrected his/her academic deficiency, he/she will be changed to a Regular student.

If a student has attempted extended status and is dismissed then he/she must wait one quarter before reapplying to the college. The student may be readmitted as an unclassified student and must maintain a grade point average of at least 2.00 and a course completion percentage of 60% of the units attempted each quarter. Each subsequent dismissal thereafter will be for a one year or four quarter time period. Students who have been readmitted to the college will be placed on probationary status subject to dismissal unless the standards stated above are maintained.

Readmission does not exempt students from completing their entire degree within the maximum time frame allowable for the degree.

Applicability: The standards of satisfactory progress outlined here apply to ALL undergraduate **regular students**, either full-time or part-time.

Additional Policies Applicable to Enforcing Standards of Academic Progress: Since remedial (or noncredit) courses are not included in a student's program of study and do not earn college credit, they do not affect satisfactory academic progress. An "I" or Incomplete that is not removed will become an "F" and counts toward attempted credits for purposes of determining satisfactory academic progress.

Program Changes and the Standards of Academic Progress: When a student changes programs, the determination of that student's academic progress will include only those credits and grades earned which count toward the new program of study. All credits previously attempted which are for courses that are a part of the new program will be calculated for purposes of course completion and maximum program length. A student may only work toward completing one degree program at a time. Once a degree program is completed, students can re-apply if they would like to work toward another degree program.

Course Repetitions: An undergraduate student may repeat a course taken at the College where a grade of "D", "F" or "NP" has been earned in order to fulfill program requirements and/or to improve the cumulative grade point average. Both courses will appear on the student's transcript. The two grades earned will be averaged for the GPA calculation. Both courses will also be considered credit hours attempted for the purpose of successful course completion percentages. Maximum program lengths (135 quarter credits for the Associate degree and 270 quarter credits for the Bachelor's degree) are not affected by this policy.

Pass/Fail Courses: Although a grade of "P" or Pass is defined as a grade of "C" or higher, credit earned on a pass/fail basis is not computed as part of a student's GPA. Credit so earned, however, is reflected as part of a successful completion rate. Failures of such courses negatively affect course completion percentage for student academic progress.

Withdrawals: A grade of "W" will be given to students who discontinue attending or formally withdraw from one or more classes before the end of the seventh week of the quarter. A grade of "F" will be recorded for students who discontinue attending classes or who withdraw after the seven week period. The "W" grade affects neither the student's GPA nor credits earned, but does adversely affect successful course completion rates.

Mitigating Circumstances and Leaves of Absence: The Dean may grant leaves of absence and/or waive interim satisfactory progress standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. The student must document the circumstances in question, and must document the fact that such circumstances have had an adverse impact on his/her academic progress. The Dean, however, will not grant waivers of graduation requirements because of such circumstances. Leaves of absence do not affect maximum program length.

Students may have only one Leave Of Absence (LOA) in any 12-month period. A LOA may not exceed two quarters. In addition, should students require a second LOA within one calendar

year, and there are extenuating circumstances, regulations allow the College to include a second break of attendance within one calendar year, as long as both breaks of attendance do not add up to more than 180 days in one calendar year.

A LOA is granted only for nonacademic reasons which would prevent the completion of the quarter and must be requested through written application to the Dean utilizing the online form at the college websites (www.icci.edu.ky) unless unforeseen circumstances such as injury or illness prevent the student from doing so. In the case of those special circumstances the Dean must still be contacted.

A student who has not filed a written request for LOA, or one whose LOA request has not been granted will be considered withdrawn. Students who do not return from LOA as scheduled will be considered withdrawn. An approved LOA has no impact on Satisfactory Academic Progress. A course in which a leave of absence has been granted will not appear on a student's transcript.

ADVANCED STANDING

Transfer of Credits: Transfer students from other institutions of higher education may be admitted for advanced standing. Amount of advanced standing granted depends upon the nature and quality of the applicant's work, evaluated according to ICCI's academic requirements.

Credit by Examination: With the approval of the Dean, credit may be earned by successfully passing a special examination, if such an examination exists for the course(s) in which the student wished to obtain credit by examination. A student who wishes to take a course by examination must have prior knowledge of the subject. The course taken by examination will be counted as part of the quarter's course load and must be indicated at registration. Not more than one course may be taken by examination in any one quarter. The maximum number of credits by examination is 20 for undergraduates and 15 for graduates. A grade of "P" will be recorded if the examination is passed with a grade of "C" or higher for an undergraduate course and a "B" or higher for a graduate course. The Dean (with the assistance of instructors, if needed) will determine the appropriate examination for each course. The fee for credit by examination is noted on the catalog's fees page and is non-refundable, even if a student does not pass the examination or fails to take the examination.

Experiential Learning: In order for students to earn credits through experiential learning, a detailed examination and analysis is performed to determine what a student has learned through prior careers and personal experience in job-related activities, travel, community participation, or specialized training schools. The experience must relate to the student's program of study. Documentation of experiential learning is required and must be approved by the Dean. Credits are awarded on a pass/fail basis. A maximum of 15 credits is allowed. It is important to note that, since ICCI is a classroom-based campus with online courses, the college does not routinely give experiential learning credits.

ATTENDANCE OF CLASSES

Prompt and regular class attendance is considered essential to the student's best interest. Unavoidable absences must be made up to the satisfaction of the instructor. Final examinations must be taken at the time scheduled unless permission of the Instructor and Dean are given to take the exam at a different time than the rest of the class.

ACADEMIC AND OTHER GRIEVANCES

Students and other interested parties who wish to make a complaint or have a grievance regarding any College policy, practice, or condition should file a petition in writing with the Dean.

Grievances regarding grades or other matters in a course should be discussed first with the course instructor(s); if the student is not satisfied, the student may request a hearing. Secondly, the appeal will be reviewed by the Dean and an academic committee. Students have the right to appeal decisions to the President. All decisions from the President are regarded as final.

Other grievances will be heard using the same process.

DEAN'S LIST

Each quarter, a list is published of degree seeking undergraduate students enrolled for 12 or more graded credits who achieve a 3.50 GPA or higher.

PRESIDENT'S LIST

Each quarter, a list is published of degree seeking students enrolled for 10 or more graded credits who achieve a 4.00 GPA in the graduate program.

WRITING STANDARDS

In written papers for class assignments, the College requires a quality of writing that meets acceptable standards of proper English usage. APA 6th edition guidelines are the standard requirement. Faculty members have the option of returning any paper that does not meet these standards. If such an assignment is not rewritten to meet these standards, the student's grade may be reduced.

ACADEMIC INTEGRITY

Essential to the process of education, academic honesty is required of all students. Cheating on examinations or plagiarizing term papers are serious offenses, contrary to policy and could result in cause for dismissal. Refer to the Student Handbook for more information on academic honesty and plagiarism.

CHANGES IN PROGRAM

Students who wish to change from one program to another may do so as long as they are in good academic standing, submit a program declaration form which is available online at www.icci.edu.ky and obtain approval from the Dean.

SEMINARS

All associate degree students are required to obtain 5 quarter credits from the Seminar offerings. An additional seminar (or two total) is required for Bachelor's degree students with one being an international seminar. (Any exceptions for the international seminar requirement must be approved by the Dean.) The student is responsible for obtaining all necessary international travel documents in order to attend any international seminars. At the student's request, the college can assist with letters to various agencies, but it is the student's obligation

to ensure all appropriate documents are obtained in order to enter any foreign countries that may be visited.

GENERAL UNDERGRADUATE REQUIREMENTS for GRADUATION

- (1) Each student must assume responsibility to see that he/she fulfills graduation requirements for his/her program.
- (2) Program requirements are determined by the catalog year in which the student is first enrolled as a regular student or re-admitted as such, unless the student elects a later catalog year during a period of continuous enrollment.
- (3) A student may petition the Dean to substitute a course from the same area of study to fulfill requirements.
- (4) Candidates for a Bachelor's degree must successfully complete the Capstone Project in their major field of study.
- (5) Candidates for graduation must have the recommendation of the College's current faculty to graduate.
- (6) Application for graduation should be submitted at least two quarters prior to the quarter in which the student expects to complete all requirements for graduation. The form is available online at www.icci.edu.ky in the Online Forms section.
- (7) A student may only work toward completing one degree program at a time. Once an undergraduate degree program is completed, students can re-apply if they would like to work toward another degree program.
- (8) The graduation application fee must be paid with the application and is **not** refundable if the candidate does not meet graduation requirements. The commencement fee must also be paid as directed. The commencement fee is transferrable if the candidate does not meet graduation requirements that quarter.
- (9) Attendance at the Commencement ceremony is encouraged. Commencement fee is applicable and non-refundable whether the student attends the commencement ceremony or not.
- (10) The equivalent of at least three-quarters of full-time study must be taken at ICCI.
- (11) All graduates must fulfill all financial obligations, including tuition charges, fees, and other expenses, before the degree is granted.

ASSOCIATE DEGREE PROGRAM

The College offers courses of study leading to the Associate of Science (A.S.) degree. Requirements are equivalent to those of American Associate degrees. A minimum of 90 quarter credit hours is required with at least a 2.00 GPA. In addition to the listed general undergraduate requirements, 30 credits must be earned in general education courses including AP 140 Fundamentals of Speech, BI 104 Biological Sciences, EN 101 Use of the English Language I, EN 102, Use of the English Language II, MA 101 Introductory College Mathematics, SO 201 Introduction to Sociology. (A student may petition the Dean to substitute a course from the same area of study to fulfill the general education requirements.) To obtain the degree, 5 credit hours must be earned through the Seminar program. Standardized tests must be taken during the last quarter as a graduation requirement.

BACCALAUREATE PROGRAM

The College offers courses of study leading to the Bachelor of Science (B.S.) degree. Requirements for this course of study are equivalent to those of American Bachelor's degrees.

In addition to fulfilling the listed general requirements, students must also comply with the following:

- (1) Earn a minimum of 180 credit hours with not less than 60 credits in upper division (300-499) courses.

- (2) Fulfill general education requirements:
 - Science - 5 credits
 - English Composition - 10 credits
 - Literature - 5 credits
 - Foreign Language - 10 credits
 - Humanities - 5 credits
 - Mathematics - 5 credits
 - Psychology - 5 credits
 - Speech - 5 credits
 - Sociology - 5 credits

The minimum non-business credits required for general education, including foreign language, are 55-quarter hours.

- (3) Concentrate in a major field of approved course work. The Business Administration, Human and Social Services, Liberal Studies, and Office Administration majors require at least 90 credits.
- (4) Pass the Capstone project in the major field at the Bachelor's degree level. The Capstone Project should be taken near the end of a student's program. It may be taken any quarter that it is offered during the student's senior year. A student must take and pass Capstone Project within one year after the completion of all other requirements for the degree. A student who fails to do so must reapply for admission and, hence, come under the degree requirements then in effect.
- (5) Earn a cumulative GPA of at least 2.00.
- (6) Earn 10 credit hours from Seminars. SO 230 Seminar on the Cayman Islands is required and one international seminar.
- (7) Standardized tests must be taken during the last quarter as a graduation requirement. These tests include an ETS writing exam and a subject related PEREGRINE test.

GRADUATION WITH HONORS

Bachelor's Degree students who have excelled academically will be graduated Cum Laude (3.50-3.79 GPA), Magna Cum Laude (3.80-3.99 GPA), or Summa Cum Laude (4.00 GPA) based on their cumulative grade point average, provided they have earned a minimum of 45 graded credits at ICCI.

SEMINARS

The Seminar is an integral part of the mission of the College. It was established to provide ICCI students the opportunity to experience another educational setting. Such study is designed to help ICCI students broaden their educational experience and better prepare them in their chosen fields of endeavor.

Courses offered as Seminars are in seminar form and taught by ICCI faculty and resource professionals from the International community. Seminar sessions are held at the residence where the group stays or at local agencies where resource professionals are available. Each

quarter, the class schedule lists seminar courses that are offered. Seminar courses are offered on the following topics: Travel and Tourism; The Cayman Islands Heritage Studies; Technology and Society; Business and Society; Global Finance; Urban Society; Religion; Politics, Religion, and Business, Entrepreneurship; and Business Ethics.

An Associate degree student must earn 5 quarter credits from Seminar on the Cayman Islands and a Bachelor's degree student must earn 10 quarter credits from Seminar on the Cayman Islands and one international seminar. A Master's student must earn 5 quarter credits from an international graduate seminar to earn a degree. Courses which may be offered as Seminars are designated in the catalog under the Undergraduate and Graduate Course Descriptions. Additional courses may be approved as Seminars and assigned as Special Topics.

The tuition cost per quarter hour for Seminars is the same as other courses. Please see the Tuition and Fees listing for more detail. **Seminar accommodation costs, airline transportation, books, and personal expenses are the responsibility of the student.**

SECOND DEGREE

Upon completion of an Associate or Bachelor's degree, a second degree in another field may be pursued. Students cannot complete two degrees at the same time. A minimum of 25 additional credits for the Associate degree and 35 additional credits for the Bachelor's degree must be completed. The corresponding requirements must be fulfilled. A student who has not earned the first degree from ICCI must fulfill the residence requirement.

UNDERGRADUATE PROGRAMS OF STUDY

Associate and Baccalaureate Programs

Associate of Science Degree

- Business
 - Accounting Concentration
 - Banking Concentration
 - Broadcasting Management Concentration
 - Finance Concentration
 - Hotel and Tourism Management Concentration
 - Information Systems Management Concentration
- General Studies
- Office Administration

Bachelor of Science Degree

- Business Administration
 - Accounting Concentration
 - Finance Concentration
 - Information Technology Concentration
- Human and Social Services
- Liberal Studies
- Office Administration

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science (A.S.) degree program is offered to provide students with career preparation in business, office administration, and related fields, and to provide a general education background in the area of General Studies.

The objective of the A.S. program is to provide an opportunity to obtain job-entry skills and a general education background. Each student's program is developed in consultation with an academic advisor.

A student's curriculum should include specific courses: for business - general business practices, accounting, and economics (plus courses in hotel and tourism management, banking, finance, information systems management or broadcasting management for those interested in these areas); for office administration - keyboarding, office practice and procedures, communications, computer applications, and internship. A student must earn, for the business vocational area, a minimum of 45 credits in business and business-related courses, and, for the office administration program, a minimum of 50 credits in those areas.

The A.S. degree in General Studies, in addition to general requirements, requires completion of a minimum of 45 credits in an approved area of concentration or interdisciplinary area of study.

General electives are to be selected in consultation with the faculty advisor or Dean to meet with the student's personal and career objectives.

ASSOCIATE OF SCIENCE DEGREE

Business

The A.S. in Business program offers job entry knowledge and skills to students interested in business careers. The following are the objectives for an Associate of Science in Business.

The student will be able to:

- Identify different operating systems and have an understanding of the software and hardware required to carry out business tasks;
- Effectively use computers to complete tasks;
- Demonstrate comprehension of basic principles of business and management;
- Define and analyze the business decision making process;
- Examine accounting concepts for basic business decision making;
- Prepare and use financial statements; and
- Evaluate and apply micro and macro-economic theory.

All A.S. in Business degree programs include the above objectives. Students are also able to focus on specific areas to further define their study by choosing a concentration. This degree offers concentrations in Accounting, Banking, Broadcasting Management, Finance, Hotel and Tourism Management, and Information Systems Management.

ASSOCIATE OF SCIENCE DEGREE
Business

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Approved Business Electives		(15)
Area IV: Approved General Electives		(10)
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE
BUSINESS

Accounting Concentration

The Accounting concentration introduces basic accounting principles and provides a background for practical accounting applications. It also gives the student exposure to both financial and managerial accounting principles.

The added objectives when a student chooses the Accounting concentration follow.

The student will be able to:

- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets;
- Identify the value of assets and cost allocation;
- Identify and comprehend disclosure requirements and ethical standards;
- Apply basic principles of costing systems;
- Recognize the changing needs of financial accounting and reporting in view of information technology trends and the changing nature of generally accepted accounting principles.

ASSOCIATE OF SCIENCE DEGREE
BUSINESS
Accounting Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Accounting Concentration		
AP 230	Internship	(5)
BE 211	Financial Accounting	(5)
BE 225	Managerial Accounting	(5)
Total Accounting Concentration Requirements		(15)
Area IV: Approved Business/General Electives		
Total Credits Required for Graduation		(90)

**ASSOCIATE OF SCIENCE DEGREE
BUSINESS**

Banking Concentration

The Banking concentration introduces students to the practical methods and theoretical concepts of the banking industry.

When a student chooses the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Apply general principles of law to financial decision making, risk analysis and liabilities;
- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets.

ASSOCIATE OF SCIENCE DEGREE
BUSINESS
Banking Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Banking Concentration		
AP 230	Internship	(5)
BE 207	Elements of Banking	(5)
BE 210	General Principles of Law	(5)
BE 211	Financial Accounting	(5)
Total Banking Concentration Requirements		(20)
Area IV: Approved Business/General Elective		(5)
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE
BUSINESS

Broadcasting Management Concentration

The Broadcasting Management concentration helps students learn the practical and theoretical aspects of program production, station operations and management.

When students choose the Broadcasting Management concentration, they will be able to:

- Effectively implement principles of broadcasting management for radio and television;
- Understand the process of producing original broadcasting for radio and television;
- Effectively implement the process for drafting, editing and publishing articles and news spots for use in mass media; and,
- Understand the hardware, technology and equipment necessary to operate a working radio station (ICCI FM 101.1);
- Have practical experience through internship in the broadcasting industry.

ASSOCIATE OF SCIENCE DEGREE
BUSINESS
Broadcasting Management Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Broadcasting Management Concentration		
AP 221	Principles of Journalism	(5)
AP 222	Principles of Broadcasting Production	(5)
AP 223	Principles of Broadcasting Management	(5)
AP 230	Internship	(5)
Total Broadcasting Management Concentration Requirements		(20)
Area IV: Approved Business/General Elective		(5)
Total Credits Required for Graduation		(90)

**ASSOCIATE OF SCIENCE DEGREE
BUSINESS**

Finance Concentration

The Finance concentration seeks to provide a general background for entry-level careers in the insurance and financial industries.

When a student chooses the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Analyze insurance and different lines of insurance, product distribution, re-insurance and basic legal concepts applicable to insurance;
- Demonstrate knowledge of the principles from finance and economics and exploration of the connection between financial markets and the economy.

ASSOCIATE OF SCIENCE DEGREE
Business
Finance Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Finance Concentration		
AP 230	Internship	(5)
BE 207	Elements of Banking	(5)
BE 230	Principles of Insurance	(5)
MA 207	Statistics	(5)
Total Finance Concentration Requirements		(20)
Area IV: Approved Business/General Elective		(5)
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE
Business

Hotel and Tourism Management Concentration

The Hotel and Tourism Management concentration is tailored for those interested in supervisory level jobs in the hospitality industry, particularly the hotel business. Emphasis is – management oriented though a certain amount of clerical expertise is demanded.

When a student chooses the Hotel and Tourism Management concentration, they will be able to:

- Effectively implement principles of tourism management;
- Recognize the structure, make-up, and tasks required of a “front desk operator” in the tourism industry;
- Analyze basic principles of customer service in the tourism industry;
- Understand the food and beverage process, including preparation and point of sale; and
- Have practical experience through internship in the tourism industry.

ASSOCIATE OF SCIENCE DEGREE
BUSINESS
Hotel and Tourism Management Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Hotel & Tourism Management Concentration		
AP 230	Internship	(5)
BE 212	Hotel Management I	(5)
BE 213	Hotel Management II	(5)
BE 214	Tourism Management	(5)
Total Hotel & Tourism Management Requirements		(20)
Area IV: Approved Business/General Elective		
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE
BUSINESS

Information Systems Management Concentration

The Information Systems Management concentration is designed to help provide students interested in pursuing careers in business with the basic computer literacy needed to support those careers. It may be of use to individuals seeking entry level clerical jobs related to computer input and output.

When a student chooses the Information Systems Management concentration, they will be able to:

- Effectively manage information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Demonstrate a proficiency of Excel, Access, and Word;
- Have practical experience through an internship in the information systems industry.

ASSOCIATE OF SCIENCE DEGREE
BUSINESS
Information Systems Management Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Business Core Requirements		
AP 114	Computer Keyboarding	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
IT 108	Introduction to Computers	(5)
Total Business Core Requirements		(30)
Area III: Information System Management Concentration		
AP 230	Internship	(5)
IT 201	Introduction to Computer Management	(5)
IT 208	Network Security	(5)
IT 209	Network Troubleshooting	(5)
Total Data Management Requirements		(20)
Area IV: Approved Business/General Elective		(5)
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE

GENERAL STUDIES

The General Studies program provides the student with a general education background for pursuing further studies.

- Apply general education skills including but not limited to the fundamentals of composition, math, science, and sociology;
- Individual program objectives, to be designed based upon the course of study chosen by the student;

This degree is created for students who wish to customize their curriculum to meet their desired career objectives within the constraints of the College's course offerings. This degree program is also recommended for students who wish to continue with their bachelor's degree in Human and Social Services.

ASSOCIATE OF SCIENCE DEGREE
General Studies

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Core Requirements in an Area or Interdisciplinary Area		(45)
Area III: Approved Business/General Electives		(10)
Total Credits Required for Graduation		(90)

ASSOCIATE OF SCIENCE DEGREE

OFFICE ADMINISTRATION

The Office Administration program is designed to help students meet the proficiency required by employers and to provide the necessary background for positions in the secretarial profession. Standards of professional ethics, conduct, and responsibility toward employer, coworkers, and profession are stressed.

The student will be able to:

- Recognize the role of professional ethics & conduct;
- Effectively manage administration office information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Identify the responsibility of the office employee toward employer, coworkers, and profession;
- Understand the functions of an office;
- Learn to work in a team-oriented environment; and
- Demonstrate a mastery of office skills.

ASSOCIATE OF SCIENCE DEGREE
Office Administration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
MA 101	Introductory College Mathematics	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
Total General Education Requirements		(35)
Area II: Office Administration Core Requirements		
AP 111	Office Practice and Procedures	(5)
AP 114	Computer Keyboarding	(5)
AP 135	Advanced Keyboarding	(5)
AP 136	Word Processing	(5)
AP 147	Spreadsheet Applications	(5)
AP 148	Database Applications	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
IT 108	Introduction to the Computers	(5)
Total Office Administration Core Requirements		(45)
Area III: Approved Business/General Electives		(5)
Area IV: Office Administration Internship		(5)
Total Credits Required for Graduation		(90)

BACHELOR OF SCIENCE DEGREE

Majors are offered in the Bachelor of Science (B.S.) program in Business Administration, Office Administration, Human and Social Services, and Liberal Studies.

The objective of the majors in the B.S. program is to provide the opportunity for student to pursue studies in depth in a chosen field. These studies can help students prepare for careers in business administration, office administration, human and social services, or liberal studies, and at the same time broaden the educational experience at the college level. Emphasis is placed on practical application. While the course offerings for the majors are designed to provide a general background, in some cases it is possible for the student to develop a degree of specialization within the chosen field. The purpose of the Liberal Studies major is to provide, within the curriculum of the College, a general education background.

The curriculum for a Business Administration major should include specific courses in accounting, business law, economics, finance, management, and marketing. The curriculum for a major in Human and Social Services should include specific courses in the nature and structure of society, social problems, research, and social service work. A student desiring to major in an area not specifically offered by the College may pursue a Liberal Studies major. The course of study will depend upon the student's needs and the available College and faculty resources. The specific concentration will be determined in consultation with the faculty advisor and must be submitted to the Dean for approval. A minimum of 90 credits must be earned in an approved or interdisciplinary area and all general education requirements met.

Approved General Electives are courses outside the degree program chosen by the student. Approved General Electives can be selected in consultation with the faculty advisor or Dean to meet with the student's personal and career objectives. Other required approved electives such as Office Administration or Human and Social Services electives are chosen by the student and approved by the Dean. These electives may be in the degree program chosen by the student.

All bachelor's degree seeking students will take a capstone course designed for them to demonstrate knowledge and skills in their academic area. The course will include a project, an e-portfolio, and standardized writing and program tests. It is recommended that students enroll in the capstone course at least two quarters before completing their degree.

BACHELOR OF SCIENCE DEGREE

BUSINESS ADMINISTRATION

The Business Administration program prepares students for careers in the accounting, banking and trust operations, insurance, risk management, and finance fields, among others by meeting the following objectives.

The student will be able to:

- Identify different operating systems and the software and hardware required to carry out business tasks;
- Effectively use of computers to complete tasks;
- Demonstrate comprehension of basic and advanced principles of business and management;
- Define and analyze the business decision making process;
- Apply financial and managerial accounting concepts to the business decision making process;
- Prepare and use financial statements;
- Evaluate and apply micro and macro-economic theory;
- Use and apply statistics and empirical data for decision making;
- Use business communication skills including preparation of effective business reports and oral communication of the same;
- Apply marketing theory, use of market models and market analysis in business decision making;
- Demonstrate knowledge of finance including cash flows, investments, budgeting and portfolio management;
- Analyze the legal nature and role of contracts, torts, negotiable instruments, and business associations; and
- Analyze, design, integrate, and manage information systems using information technology.

Similar to the A.S. Business degree, Bachelor of Science students are able to focus on specific areas by choosing a concentration: Finance, Accounting, or Information Technology. Each concentration provides further detailed study into the particular field.

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Business Core Requirements		
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
BE 211	Financial Accounting	(5)
BE 225	Managerial Accounting	(5)
BE 300	Communication in Business and Report Writing	(5)
BE 303	Marketing	(5)
BE 306	Management	(5)
BE 307	Business Finance	(5)
BE 308	Business Law	(5)
BE/SO 402	Principles of Research Methodology	(5)
MA 207	Statistics	(5)
Total Business Core Requirements		(65)
Area III: Approved Business Electives		
	International Seminar	(5)
	Four Approved Business Electives	(20)
Total Business Electives		(25)
Area IV: Approved General Electives		
Area V: Capstone		
		(5)

BE 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

While the major is offered in general Business Administration, it is possible to obtain a concentration in Accounting, Finance, or Information Technology.

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION

[**Accounting Concentration**](#)

The Accounting concentration seeks to provide the student with the fundamental theoretical background in bookkeeping, accounting, and auditing for pursuit of careers in the accounting field and for professional accounting examinations.

The added objectives when a student chooses the Accounting concentration follow. The student will be able to:

- Perform the steps in the accounting cycle including adjusting entries, closing entries, and preparation of income statements and balance sheets;
- Identify the value of assets and cost allocation;
- Identify and comprehend disclosure requirements and ethical standards;
- Apply basic and advanced principles of costing systems to manufacturing including job order, process, and joint cost situations;
- Analyze cost and the role of cost in pricing and business behavior;
- Evaluate and apply audit evidence and procedures and purpose of audit assurance and audit services;
- Assess tax principles and the framework for determining an individual's income tax liability, as well as providing a general understanding of the tax structure for partnerships, corporations, and other taxable entities;
- Classify the appropriate accounting methods and procedures for stock investments, consolidated financial statements, consolidations involving minority interests, and estates and trusts;
- Distinguish accounting procedures in bankruptcy, estate and trust accounting, and the SEC disclosure rules and regulations; and
- Recognize the changing needs of financial accounting and reporting in view of information technology trends, changing nature of Generally Accepted Accounting Principles and business reporting on the Internet and problems of legal jurisdiction.

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION
Accounting Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Business Core Requirements		
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
BE 211	Financial Accounting	(5)
BE 225	Managerial Accounting	(5)
BE 300	Communication in Business and Report Writing	(5)
BE 303	Marketing	(5)
BE 306	Management	(5)
BE 307	Business Finance	(5)
BE 308	Business Law	(5)
BE/SO 402	Principles of Research Methodology	(5)
MA 207	Statistics	(5)
Total Business Core Requirements		(65)
Area III: Accounting Concentration Requirements		
BE 311	Intermediate Accounting I	(5)
BE 312	Intermediate Accounting II	(5)
BE 325	Cost Accounting	(5)
BE 400	Business Placement	(5)
BE 406	Auditing	(5)
BE 432	International Financial Management	(5)

BE 440	Advanced Accounting	(5)
BE 470	Taxation Concepts	(5)
BE 480	Government and Not for Profit Accounting	(5)
Total Accounting Concentration Requirements		(45)
Area IV: Business/General Electives		
	International Seminar	(5)
Area V: Capstone		
BE 444	Undergraduate Capstone Project	(5)
Total Credits for Graduation		(180)

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION

[**Finance Concentration**](#)

The Finance concentration is designed for those interested in pursuing managerial or consultative careers in banking, trust operations, insurance, risk management, and/or finance. When students choose the Finance concentration, they will be able to:

- Recognize contemporary central banking and bank regulation issues comparing the US, Euro zone and the UK;
- Identify banking practice and procedures;
- Apply general principles of law to financial decision making, risk analysis and liabilities;
- Analyze insurance and risk management and of the different lines of insurance, product distribution, re-insurance and basic legal concepts applicable to insurance;
- Demonstrate knowledge of the principles from finance and economics and exploration of the connection between financial markets and the economy;
- Recognize public policy issues and understanding of how the most important players in financial markets, governments and central banks operate and how monetary policy is conducted;
- Illustrate the types of foreign exchange and foreign markets along with international monetary systems and exchange rate systems;
- Use and apply principles of financial management of a national and multinational firms in regard to cash management, intra-firm transfer, control & capital budgeting; and
- Recognize core concepts and tools in making investment decisions, managing a portfolio and developing, implementing, and monitoring a successful investment program.

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION
Finance Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Business Core Requirements		
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Macroeconomics	(5)
BE 211	Financial Accounting	(5)
BE 225	Managerial Accounting	(5)
BE 300	Communication in Business and Report Writing	(5)
BE 303	Marketing	(5)
BE 306	Management	(5)
BE 307	Business Finance	(5)
BE 308	Business Law	(5)
BE/SO 402	Principles of Research Methodology	(5)
MA 207	Statistics	(5)
Total Business Core Requirements		(65)
Area III: Finance Concentration		
BE 207	Elements of Banking	(5)
BE 210	General Principles of Law	(5)
BE 230	Principles of Insurance	(5)
BE 302	Money and Banking	(5)
BE 332	Risk Management	(5)
BE 400	Business Placement	(5)

BE 424	Seminar on Global Finance	(5)
BE 432	International Financial Management	(5)
BE 442	Investments	(5)
Total Finance Concentration Requirements		(45)
Area IV: Approved Business/General Electives		(5)
Area V: Capstone		
BE 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION

[Information Technology Concentration](#)

Students graduating from our information focused programs will be able to choose many different roles; becoming Information Technology (IT) and Information Systems (IS) consultants, project planners, project managers, interface designers, information systems researchers, web developers, and systems analysts. The Information Technology program will educate students to analyze, design, integrate, and manage information systems using information technology.

Upon graduation, students with a Bachelor's degree with a concentration in Information Technology will be able to:

- Perform research emphasizing creativity, independent learning and scientific methods in a chosen area of computer technology;
- Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline;
- Communicate effectively in a variety of professional contexts;
- Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles;
- Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline;
- Identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing based systems;
- Develop a product or process by applying knowledge of programming, web, database, human computer interaction, and networking and security tools;
- Make positive contributions to community and society by applying skills and abilities learned during undergraduate program in information technology;
- Analyze the local and global impact of computing on individuals, organizations, and society.

BACHELOR OF SCIENCE DEGREE
BUSINESS ADMINISTRATION
Information Technology Concentration

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Business Core Requirements		
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 201	Principles of Microeconomics	(5)
BE 202	Principles of Microeconomics	(5)
BE 211	Financial Accounting	(5)
BE 225	Managerial Accounting	(5)
BE 300	Communication in Business and Report Writing	(5)
BE 303	Marketing	(5)
BE 306	Management	(5)
BE 307	Business Finance	(5)
BE 308	Business Law	(5)
BE 402	Research Methodology	(5)
MA 207	Statistics	(5)
Total Business Core Requirements		(65)
Area III: Information Technology Concentration Requirements		
IT 108	Introduction to Computers	(5)
IT 210	Introduction to Computer Management	(5)
IT 208	Network Security	(5)
IT 209	Network Troubleshooting	(5)
IT 310	Introduction to Programming	(5)

IT 311	Introduction to Web Programming	(5)
IT 312	Business Informatics	(5)
IT 400	Information Technology Placement	(5)
IT 402	Cybersecurity	(5)
Total Information Technology Requirements		(45)
Area IV: Approved Business/General Electives		
	International Seminar	(5)
Area V: Capstone		
BE 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

BACHELOR OF SCIENCE DEGREE

OFFICE ADMINISTRATION

The Bachelor of Science program in Office Administration provides the opportunity for students to prepare for careers in office administration. The following are the objectives for the program.

The student will be able to:

- Recognize the role of professional ethics & conduct;
- Apply the principles of and the multifaceted challenges of administrative office management to real world experiences;
- Effectively manage administration office information systems;
- Identify different operating systems and the software and hardware required to carry out business tasks;
- Utilize the computer as a resource and communication tool and use of computers to complete tasks;
- Demonstrate awareness of the current management principles, concepts, and organizational trends;
- Identify the responsibility of the office employee toward employer, coworkers, and profession;
- Understand the functions of an office;
- Learn to work in a team-oriented environment;
- Develop communication, learning, and decision-making skills;
- Demonstrate a mastery of office skills;
- Prepare and use financial statements; and
- Develop students as competent office managers and meet the islands need for office and administrative managers.

BACHELOR OF SCIENCE DEGREE
OFFICE ADMINISTRATION

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Basic Technology Requirements		
IT 108	Introduction to Computers	(5)
AP 114	Computer Keyboarding	(5)
AP 136	Word Processing	(5)
AP 147	Spreadsheet Applications	(5)
AP 148	Database Applications	(5)
AP 235	Principles of Advanced Keyboarding	(5)
AP 400	Applied Sciences Placement	(5)
Total Basic Technology Requirements		(35)
Area III: Professional Management Requirements		
AP 111	Office Practice and Procedures	(5)
AP 300	Administrative Management	(5)
BE 101	Introduction to Business	(5)
BE 104	Introduction to Accounting	(5)
BE 300	Communication in Business and Report Writing	(5)
BE 306	Management	(5)
BE 308	Business Law	(5)
BE/SO 402	Principles of Research Methodology	(5)
MA 207	Statistics	(5)
Total Professional Management Requirements		(45)
Area IV: Approved Business/General Electives		
	International Seminar	(5)

	Business/General Electives	(30)
Total Approved Business/General Electives		(35)
Area V: Capstone		
BE 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

BACHELOR OF SCIENCE DEGREE

HUMAN AND SOCIAL SERVICES

The Bachelor of Science program in Human and Social Services helps students to prepare for careers related to social programs in the community. The objectives for this degree program are as follows.

The student will be able to:

- Evaluate the meaning of social problems, identify the trends which lead to the development of social problems and contemporary methods of dealing with the problems;
- Restate role of Social Workers including the values and ethics associated with the profession;
- Analyze the students' own self-identity and personal issues which may hinder the deliverance of effective human and social services;
- Identify and apply different research methods, concepts and terminology in Lifespan Development;
- Identify and evaluate counseling techniques for community and social work;
- Evaluate the effects of social interaction on behavior and the ways in which the study of social behavior is scientific;
- Discriminate between the principles and techniques of research design and analyzing empirical data; and
- Explain and judge ways in which society is influenced by business, technology and urban influences.

**BACHELOR OF SCIENCE DEGREE
HUMAN AND SOCIAL SERVICES**

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Human and Social Services Core Requirements		
ED 201	Human Development	(5)
HE 101	Health Education	(5)
MA 207	Statistics	(5)
SO 301	Courtship and Marriage	(5)
SO 302	Social Problems	(5)
SO 304	Introduction to Social Work	(5)
SO 306	Management	(5)
SO 307	West Indian Societies	(5)
SO 309	Social Psychology	(5)
SO 315	Introduction to Counseling	(5)
SO/BE 402	Principles of Research Methodology	(5)
Total Human and Social Services Core Requirements		(60)
Area III: Approved Human and Social Services Electives		(20)
Area IV: Approved Business/General Electives		
	International Seminar	(5)
	Business/General Electives	(30)
Total Approved Business/General Electives		(35)
Area V: Capstone		
SO 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

BACHELOR OF SCIENCE DEGREE

LIBERAL STUDIES

The Bachelor of Science degree in Liberal Studies helps students develop career goals in areas not otherwise offered by the college, with various options for areas of concentration, depending on the student's academic and career goals. The general education requirements of this degree provide the following objectives for the student to be able to:

- Apply general education skills including but not limited to the fundamentals of composition, math, literature, sociology and science; and
- Create individual objectives to be designed based upon the course of study chosen by the student.

BACHELOR OF SCIENCE DEGREE
LIBERAL STUDIES

Class Code	Subject Area	Credits
Area I: General Education Requirements		
AP 140	Fundamentals of Speech	(5)
BI 104	Biological Sciences	(5)
EN 101	Use of the English Language I	(5)
EN 102	Use of the English Language II	(5)
EN 301	World Literature	(5)
HU 104	World Civilization	(5)
MA 101	Introductory College Mathematics	(5)
PY 201	General Psychology	(5)
SO 201	Introduction to Sociology	(5)
SO 230	Seminar on the Cayman Islands	(5)
SP 101	Elementary Spanish I	(5)
SP 102	Elementary Spanish II	(5)
Total General Education Requirements		(60)
Area II: Core Requirements in an Area or Interdisciplinary Area		
BE/SO 402	Principles of Research Methodology	(5)
	Core Requirements	(85)
Total Core Requirements		(90)
Area III: Approved Business/General Electives		
	International Seminar	(5)
	Business/General Electives	(20)
Total Approved Business/General Electives		(25)
Area IV: Capstone		
BE/SO 444	Undergraduate Capstone Project	(5)
Total Credits Required for Graduation		(180)

UNDERGRADUATE COURSE DESCRIPTIONS

In general, courses numbered 100-299 are introductory college courses, and courses numbered 300-499 are more advanced courses that may require prerequisite study. Graduate courses are numbered 500-599. Courses numbered 001-099 carry no college credit. Such courses may be offered to provide opportunity for students to make up deficiencies and obtain college entrance standing. Specifically AP 001 – 009 Developmental Studies and EN 080 – 090 are College Preparatory Courses designed to improve a student's skills, carry no college credit and are not part of a degree program. Students seeking a Bachelor's degree who have earned fewer than 90 credit hours, and who do not possess the necessary prerequisite courses may not take an upper division course (300-499) without the approval of the Dean and the instructor. No student who is seeking an Associate Degree may take an upper level course with the exception of the Seminar offerings without the approval of the Dean and the instructor. Students pursuing an Associate Degree may begin taking the Seminar offerings after they have completed 45 credit hours.

All students who wish to take an internship must complete 45 credit hours and show proficiency in the required skill areas. Proficiency is defined as completing the core general education requirements for the degree sought.

Courses listed in this catalog constitute a record of the College's academic program. Courses may be added as need arises and faculty is available. Listing herein does not necessarily indicate that each course will be offered every year. Many courses are offered on alternate years. A class schedule listing courses currently offered will be issued for each quarter/Intersession. Courses listed in the class schedule may be dropped if enrollment is insufficient or if faculty is not available. Generally, a course listed in the class schedule must have at least five students enrolled in order for the class to be offered. If fewer students register, the course may still be offered if it is required for graduation and cannot be taken later in the normal sequence. Curriculum, as well as other rules and regulations listed in this catalog, may be changed or modified by the appropriate administrative or policy-making body.

APPLIED SCIENCES

AP 001-009 DEVELOPMENTAL STUDIES (0) Skill-development courses in various fields. Areas offered have included Arithmetic, Algebra, and Geometry; Reading Comprehension; Critical Reading; Writing and Editing; and Accounting Concepts.

AP 109 INTRODUCTION TO COMPUTER APPLICATIONS (5) – This course will give students the foundation of experience in Microsoft Word, Excel and Access. **Lab required.**

AP 111 OFFICE PRACTICE AND PROCEDURES (5) Emphasis on correct business attitudes, personality development, grooming. Office duties, including reception techniques, telephone usage, and records management. Students are required to complete office jobs and problems.

AP 114 COMPUTER KEYBOARDING (5) Keyboard techniques and control. Development of speed and accuracy in straight copy work, typing business letters, manuscripts and tabulated material. Students are required to meet office production standards. **Lab required.**

AP 131 EXPERIENTIAL LEARNING (1-5) Examination and analysis of what a student has learned through prior careers and personal experience in job related activities, in travel, in community participation, or in specialized training schools. Documentation of this "learning through experience" is necessary. Graded on a Pass/Fail (P/F) basis. Maximum credits: 15.

AP 136 WORD PROCESSING (5) Course covers both the basic theory of and the practical application of word processing. **Lab required.** **Prerequisite: IT 108 & AP 114**

AP 140 FUNDAMENTALS OF SPEECH (5) Training in the fundamentals of public speaking. Emphasis is placed on communicating information, affecting behavior, and perfecting delivery. **Prerequisite: EN 101**

AP 147 SPREADSHEET APPLICATIONS (5) A practical introduction to information systems using spreadsheet applications. **Lab required.** **Prerequisite: IT 108 & AP 114**

AP 148 DATABASE APPLICATIONS (5) A practical introduction to information systems management using database systems and VISUAL BASIC programming. **Lab required.** **Prerequisite: IT 108 & AP 114**

AP 221 PRINCIPLES OF JOURNALISM (5) A basic course in news media. Emphasis is placed on writing radio news. **Prerequisite: EN 102**

AP 222 PRINCIPLES OF BROADCASTING PRODUCTION (5) Course covers basic broadcasting theory involved in the overall operations and management of a radio station including station operation and programming. A practical approach to broadcasting techniques, whereby students actually conceive, prepare and produce taped or live radio programs for airing on ICCI-FM. **30 hours of practicum at ICCI-FM are required.** **Prerequisite: AP 140 and AP 221**

AP 223 PRINCIPLES OF BROADCASTING MANAGEMENT (5) Course covers basic broadcasting theory including history and station operation. **30 hours of practicum at ICCI-FM are required.**
Prerequisite: AP 222

AP 230 INTERNSHIP (1-5) Students are given the opportunity to implement, under supervision, skills acquired in their training courses. **Prerequisite: proficiency in required skill areas, determined by advisor.** Maximum credits: 5.

AP 235 PRINCIPLES OF ADVANCED COMPUTER KEYBOARDING (5) A course to increase production and acquaint the student with materials related to various professional fields. 50 wpm required. Lab required. Prerequisite: AP 114.

AP 250 SPECIAL TOPICS (1-5) Area of study depends upon student need and availability of instructor.

AP 300 ADMINISTRATIVE MANAGEMENT (5) A study of fundamentals of office organization and administration.

AP 400 APPLIED SCIENCES PLACEMENT (1-5) Field work or internship under supervision in communications or applied sciences. Maximum credits: 5.

AP 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Examples include: conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

BIOLOGY

BI 104 BIOLOGICAL SCIENCES (5) Field and virtual-laboratory course to provide a general background in the biological sciences.

BI 203 BIOLOGY OF OCEANIC ISLANDS (5) A study of common marine plants and animals, especially those of littoral seas and coral reefs. Interrelationships and survival problems. Emphasis on observation in the field.

BI 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

BUSINESS AND ECONOMICS

BE 101 INTRODUCTION TO BUSINESS (5) A comprehensive survey of the objectives, functions, organization, and management of business in modern society.

BE 104 INTRODUCTION TO ACCOUNTING (5) An exposure to the theory and basic practices of accounting.

BE 201 PRINCIPLES OF MICROECONOMICS (5) Microeconomic principles of the market and product pricing under competitive and noncompetitive conditions.

BE 202 PRINCIPLES OF MACROECONOMICS (5) Macroeconomic principles of economic institutions and policies in the national economic system.

BE 207 ELEMENTS OF BANKING (5) A course covering the basic theory and practices of banking in the U.K. and internationally.

BE 210 GENERAL PRINCIPLES OF LAW (5) A study of British Law with special emphasis upon the sources of law, conflict resolution, contract law, property law, and cheques and other means of payment.

BE 211 FINANCIAL ACCOUNTING (5) A course in the theory and practice of presenting and analyzing financial statements. **Prerequisite: BE 104.**

BE 212 HOTEL MANAGEMENT I (5) Study of hotel operations and management, with emphasis on front office operations.

BE 213 HOTEL MANAGEMENT II (5) Study of food and beverage management, including labor and cost controls, especially as it relates to hotel operations.

BE 214 TOURISM MANAGEMENT (5) A study of tourism and the management of business in this field.

BE 225 MANAGERIAL ACCOUNTING (5) A course dealing with the theory and practice of using accounting information for management planning, decision making, and control. **Prerequisite:** **BE 104.**

BE 230 PRINCIPLES OF INSURANCE (5) A survey of the history and development of insurance, various types of companies, insurance contracts and their interpretation, underwriting, loss adjustment, principles of insurance buying. Major forms of insurance are studied.

BE 250 SPECIAL TOPICS (1-5) Area of study depends upon student need and availability of instructor. **Approval of Dean required.**

BE 300 COMMUNICATION IN BUSINESS AND REPORT WRITING (5) A course designed to develop skill in writing business reports, letters and memoranda; examination of samples; theory and practice. **Prerequisite:** **EN 102.**

BE 302 MONEY AND BANKING (5) A study of the commercial banking system and the instruments of monetary control as they relate to national income, employment, stability, and growth and to international financial institutions. **Prerequisite:** **BE 201 and 202.**

BE 303 MARKETING (5) An examination of fundamental concepts of marketing and consumer behavior with an emphasis on product, place, and price.

BE 306/SO 306 MANAGEMENT (5) A study of the functions of management with emphasis on planning, organizing, directing and controlling.

BE 307 BUSINESS FINANCE (5) Basic principles and practices governing management of capital in business and financing different types of firms. **Prerequisite:** **BE 211, MA 207**

BE 308 BUSINESS LAW (5) Designed to acquaint the student with legal questions, systems, and procedures relating to administration, contracts, commercial transactions, torts, criminal law, and socioeconomic regulations.

BE 311 INTERMEDIATE ACCOUNTING I (5) Analysis of corporate accounting and financial reporting with emphasis on assets, revenue, and expenses. **Prerequisite:** BE 211.

BE 312 INTERMEDIATE ACCOUNTING II (5) Analysis of corporate accounting and financial reporting with emphasis on liabilities, equities, and cash flow. **Prerequisite:** BE 311.

BE 325 COST ACCOUNTING (5) Analysis of manufacturing and distribution cost accounting. Material, labor, and overhead costs emphasized relative to job cost, process cost, and standard cost systems. **Prerequisite:** BE 225.

BE 332 RISK MANAGEMENT (5) A study of the identification, analysis, and measurement of loss possibilities, and the principal means of managing them. **Prerequisite:** BE 230 and MA 207.

BE 400 BUSINESS PLACEMENT (1-5) Field work or internship under supervision in business or public administration. May be taken as a prearranged and pre-approved educational experience that relates to the student's academic program and career objective. **Prerequisite:** proficiency in required skill area. Maximum credits: 5.

BE/SO 402 PRINCIPLES OF RESEARCH METHODOLOGY (5) An examination of the principles and techniques of organizing and interpreting empirical data, as well as other aspects of analyzing research design. **Prerequisite:** MA 207 Statistics.

BE 406 AUDITING (5) An examination of generally accepted auditing standards, techniques, and practices with emphasis on U.S. financial reporting requirements for large publicly traded companies. **Prerequisite:** BE 312.

BE/SO 422 SEMINAR ON TECHNOLOGY AND SOCIETY (5) Seminar deals with the influences which technological development and society have upon each other and the problems arising from technology. Includes lectures, reading, and field experiences. **Prerequisite:** EN 102 and SO 201.

BE 424 SEMINAR ON GLOBAL FINANCE (5) Seminar addresses the area of business finance in the international environment. Students will tour major financial areas, centers, and museums. Includes lectures, reading, and field experiences. Prerequisite: EN 101, 102, SO 201, and BE 307.

BE/SO 425 SEMINAR ON BUSINESS AND SOCIETY (5) Seminar is concerned with ways in which society influences business practices and policies and the influence business has upon society. Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

BE 432 INTERNATIONAL FINANCIAL MANAGEMENT (5) A course on problems encountered by firms operating in the international environment. Emphasis will be placed on offshore banking and offshore insurance company management. **Prerequisite: BE 201, BE 202, BE 307.**

BE/SO 434 SEMINAR ON TRAVEL AND TOURISM (5) Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

BE 440 ADVANCED ACCOUNTING (5) Advanced topics in accounting and financial reporting for business combinations, branches, partnerships, fiduciaries, receiverships, and foreign currencies. **Prerequisite: BE 312.**

BE 442 INVESTMENTS (5) This course is designed to aid the student obtain a comprehensive knowledge of the field of investments. **Prerequisite: BE 307**

BE 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

BE 470 TAXATION CONCEPTS (5) A study of the theory, philosophy, and principles of United States Federal tax law and procedures for computing individual and corporate income tax liability. Some discussion will relate to tax planning. **Prerequisite: BE 211. (BE 311 recommended).**

BE 480 GOVERNMENT AND NOT FOR PROFIT ACCOUNTING (5) A survey of the principles and practices of government and not for profit accounting with emphasis on recognition of issues that arise and the standards, techniques and practices used for government and not for profit institutions. **Prerequisite: BE 312**

EDUCATION

ED 201 HUMAN DEVELOPMENT (5) A study of developmental patterns in the human life span from the prenatal period through adulthood. Particular emphasis placed on the interaction between maturation, environment and behavior.

ED 250 SPECIAL TOPICS (1-5) Area of study depends upon student need and availability of instructor. **Approval of Dean required.**

ED 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

ENGLISH

EN 080-089 ENGLISH AS A SECOND LANGUAGE (0) Reading and composition; pronunciation; rhythm, grammar and usage; study skills. Content and methods dependent on level of students.

EN 090 Developmental Skills: English Grammar & Writing Skills (0) A remedial skill-development course in Writing and Grammar.

EN 091 Developmental Skills: College Reading (0) A skill-development course in reading comprehension that develops critical reading skills, including analysis of context, plot, narration, reflection, description, and persuasion. **Prerequisite: EN 090**

EN 092 Developmental Skills: Analytical Writing (0) A skill-development course designed to improve reading comprehension and analytical thinking skills. **Prerequisite: EN 091**

EN 100 INTRODUCTION TO COLLEGE STUDIES (5) Course designed to increase the student's success in college by assisting in obtaining skills necessary to reach his/her educational objectives. Include planning, test taking, communication skills, library use, and personal issues facing students.

EN 101 USE OF THE ENGLISH LANGUAGE I (5) Development and sharpening of writing/composition skills. **Recommended: EN 090 or successful completion of Accuplacer**

EN 102 USE OF THE ENGLISH LANGUAGE II (5) Learning the mechanics and preparation of research papers. **Prerequisite: EN 101.**

EN 250 SPECIAL TOPICS (1-5) Area of study depends upon student's need and availability of instructor. **Approval of Dean required.**

EN 301 WORLD LITERATURE (5) Reading and discussion of outstanding world prose, poetry, and drama.

EN 304/RE 304 INTRODUCTION TO THE BIBLE (5) Study of the origin and growth of the Hebrew people and the emergence of Christianity. Special emphasis placed on a literary survey of the Old and New Testaments.

EN 307 WEST INDIAN LITERATURE (5) Reading of West Indian authors with emphasis on relationship to culture of the islands.

EN 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

HEALTH

HE 101 HEALTH EDUCATION (5) A practical study designed to help students form sound health habits and attitudes.

HUMANITIES

HU 104 WORLD CIVILIZATION (5) A study of the history of mankind including western and non-western civilizations. Artistic and intellectual achievements of mankind from prehistoric to present times reviewed.

HU 240 INTRODUCTION TO HUMANITIES (5) An introductory course to the study of human culture. Major focus is placed on the contribution of art and music.

HU 250 SPECIAL TOPICS (1-5) Area of study depends upon student need and availability of instructor. **Approval of Dean required.**

HU 440/RE 440 SEMINAR ON RELIGION (5) Study of the functions and elements of religion and changes in contemporary religious institutions. An exploration of the foundations of worship with historical and present day forms of worship studied. Includes lectures, reading, and field experiences. **Prerequisite: SO 201.**

HU 442/SO 442 SEMINAR ON POLITICS, RELIGION, & BUSINESS

Seminar addresses how politics/government affects various aspects of society, including religion and business. Students will visit famous cultural and historical sites impacting politics and religion. Includes lectures, reading, and field experiences. **Prerequisite: SO 201.**

HU 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

INFORMATION TECHNOLOGY

IT 108 INTRODUCTION TO COMPUTERS

This course is designed to give the students a clear view on computer and its various technological aspects. Students gain knowledge on components, internet, computing devices, operating systems, viruses, firewall and more.

IT 201 INTRODUCTION TO COMPUTER MANAGEMENT

This course is designed to give the students a solid foundation & working knowledge in two key areas: computer hardware (including peripherals & subsystems) & disk operating systems (MS-DOS, Windows XP, ME/98 & Windows 7) as set forth and required by CompTIA (Computing Technology Industry Association). **Prerequisite: IT 108.**

IT 208 NETWORK SECURITY

This course will focus on the knowledge and skills necessary to obtain the ComPTIA+ Security + certification and basics of network security. **Prerequisite: IT 108.**

IT 209 NETWORK TROUBLESHOOTING

Students will also gain an in-depth knowledge of systems security, access control, network infrastructure, assessments and audits, cryptography and organizational security across all vendor products. **Prerequisite: IT 108.**

IT 310 INTRODUCTION TO PROGRAMMING

This course equips the students with theory and practice on problem solving techniques by using the structured approach. Students are required to develop programs using C programming language, in order to solve simple to moderate problems.

IT 311 INTRODUCTION TO WEB PROGRAMMING

Web development refers to building, creating, and maintaining websites. It includes aspects such as web design, web publishing, web programming, and database management.

IT 312 INTRODUCTION TO BUSINESS INFORMATICS

One of the motivations behind this course is to examine the relevant issues in information systems development and to provide an insight from a semiotic point of view for information systems in the context of the organization.

IT 400 INFORMATION TECHNOLOGY PLACEMENT

(1-5) Field work or internship under supervision in an information technology role. May be taken as a prearranged and pre-approved educational experience that relates to the student's academic program and career objective. **Prerequisite:** proficiency in required skill area. Maximum credits: 5.

IT 401 COMPUTER ORGANIZATION AND ARCHITECTURE

The course emphasizes performance and cost analysis, instruction set design, pipelining, memory technology, memory hierarchy, virtual memory management, and I/O systems.

IT 402 CYBERSECURITY

Cybersecurity is the protection of internet-connected systems, including hardware, software and data, from cyberattacks. In a computing context, security comprises cybersecurity and physical security -- both are used by enterprises to protect against unauthorized access to data centers and other computerized systems.

MATHEMATICS

MA 101 INTRODUCTORY COLLEGE MATHEMATICS (5) A problem-solving approach to College Algebra using numerical, analytical, and graphical techniques. Topics include mathematical modeling, linear programming, matrices, and problem solving equations with solving quadratic, polynomial, and real functions. **Recommended:** AP 009 or successful Accuplacer Test Result

MA 207 STATISTICS (5) A beginning course in statistics. Includes such statistical techniques as probability, sampling distributions, the standard deviation, correlation, and regression.

Prerequisite: MA 101.

MA 250 SPECIAL TOPICS (1-5) Area of study depends upon student's need and availability of instructor. **Approval of Dean required.**

PSYCHOLOGY

PY 201 GENERAL PSYCHOLOGY (5) An introduction to the concepts, principles and theories basic to the understanding of human behavior.

PY 309/SO 309 SOCIAL PSYCHOLOGY (5) Examination of the effects of social interaction on human behavior.

PY 315/SO 315 INTRODUCTION TO COUNSELING (5) A survey of the techniques which may be used in the counseling process. Emphasis is placed on application for community and social services.

PY 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

RELIGION

RE 304/EN 304 INTRODUCTION TO THE BIBLE (5) Study of the origin and growth of the Hebrew people and the emergence of Christianity. Special emphasis placed on a literary survey of the Old and New Testaments.

RE 440/HU 440 SEMINAR ON RELIGION (5) Study of the functions and elements of religion and changes in contemporary religious institutions. An exploration of the foundations of worship with historical and present-day forms of worship studied. Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

RE 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

SOCIOLOGY

SO 201 INTRODUCTION TO SOCIOLOGY (5) A general introduction to the field of sociology with consideration of the nature and needs of man and of society, including the major institutions. **Prerequisite: EN 102**

SO 230 SEMINAR ON THE CAYMAN ISLANDS (5) Study of the history, and the social, economic, cultural, and political structure of the Cayman Islands. Includes lectures, readings, and field experiences.

SO 250 SPECIAL TOPICS (1-5) Area of study depends upon student need and availability of instructor. **Approval of Dean required.**

SO 301 COURTSHIP AND MARRIAGE (5) An exploration of the concepts and practices of the relationships of men and women prior to and during marriage.

SO 302 SOCIAL PROBLEMS (5) A study of social problems in contemporary society, their causes and methods of dealing with them.

SO 304 INTRODUCTION TO SOCIAL WORK (5) A survey of the historical background of social work and the changing philosophy as shown in the present principles and techniques common to all forms of social case work.

SO 306/BE 306 MANAGEMENT (5) A study of the functions of management with emphasis on planning, organizing, directing and controlling.

SO 307 WEST INDIAN SOCIETIES (5) A contemporary study of the societies found in the West Indies.

SO 309/PY 309 SOCIAL PSYCHOLOGY (5) Examination of the effects of social interaction on human behavior.

SO 315/PY 315 INTRODUCTION TO COUNSELING (5) A survey of the techniques which may be used in the counseling process. Emphasis is placed on application for community and social services.

SO/BE 402 PRINCIPLES OF RESEARCH METHODOLOGY (5) An examination of the principles and techniques of organizing and interpreting empirical data, as well as other aspects of analyzing research design. **Prerequisite: MA 207**

SO 404 COMMUNITY PLACEMENT (1-5) Field work under supervision in a social agency or institution. Prearranged and preapproved educational experience that relates to the student's academic program and career objective. **Prerequisite: proficiency in required skill areas.**
Maximum credits: 5.

SO 422/BE 422 SEMINAR ON TECHNOLOGY AND SOCIETY (5) Seminar deals with the influences which technological development and society have upon each other and the problems arising

from technology. Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

SO 425/BE 425 SEMINAR ON BUSINESS AND SOCIETY (5) Seminar is concerned with ways in which society influences business practices and policies and the influence business has upon society. Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

SO 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

SO 434/BE 434 SEMINAR ON TRAVEL AND TOURISM (5)

A course that examines the economic and social impacts of the tourism industry. Includes lectures, reading, and field experiences. **Prerequisite: EN 101, 102 and SO 201.**

SO 450 SEMINAR ON AN URBAN SOCIETY (5) A concentrated study of urban society. Includes lectures, reading, and field experiences. **Prerequisite: EN 102 and SO 201.**

SPANISH

SP 101 ELEMENTARY SPANISH I (5) Course designed to provide a foundation for understanding, speaking, reading, and writing Spanish.

SP 102 ELEMENTARY SPANISH II (5) A continuation of SP 101. **Prerequisite: SP 101.**

SP 210 CONVERSATIONAL SPANISH (5) Diction and fluency in the language, study and practice of Spanish pronunciation with exercises in diction. **Prerequisite: SP 102.**

SP 444 SPECIAL TOPICS (1-5) Intensive and extensive reading in a field of student's interest. Conferences, reports, research papers, or directed study. May be taken more than once with different topics. **Approval of Dean required.**

GRADUATE DIVISION

The College makes available to qualified students the opportunity to pursue graduate studies in management leading to a Master of Science degree with concentrations in either human resources or education, and in business administration leading to a Master of Business Administration degree. The College also offers a Master's of Professional Accounting degree.

The objectives of these programs are as follows:

- (1) to teach students how to increase their effectiveness in private and public organizational settings;
- (2) to assist program participants in gaining a knowledge of the general history, concepts, and processes of management;
- (3) to establish a conceptual base from which the more specific survey courses focus on professional skills in human resources, accounting, business administration, or education; and
- (4) to increase the students' intellectual abilities in analysis, management, job performance, and creativity.

GRADUATE ADMISSIONS REQUIREMENTS

Admission to the Graduate Division at ICCI requires the following:

- (1) A completed and signed application form including the application for admission to graduate study.
- (2) CI\$60.00 (US \$75) Application Fee – Non refundable
- (3) Possess one of the following:
 - a) Bachelor's degree from a US accredited college or university (substantiated by official transcripts); or
 - b) Possess a Bachelor's degree from an institution recognized by the Cayman Islands government or the University Council of Jamaica (substantiated by official transcripts); or
 - c) Possess a Bachelor's degree from a college or university that does not meet either of the above criteria that has been evaluated by a NACES approved credential evaluation agency and found to be comparable to a US Bachelor degree.
- (4) A TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) examination is required for all applicants whose native language is not English. A minimum score of 80 for the internet-based TOEFL or 550 for the paper-based TOEFL, or 6 for IELTS is required for admission. Applicants who have completed degree programs in English at the college or university level may qualify to have the requirement waived. If this is not noted on your transcript, please request a letter from the registrar at your college or university stating that your language of instruction was English.

For reporting purposes, the ICCI code for TOEFL is 0758 to submit IELTS scores, please contact the test center where you took the test and request that an official Test Report Form be sent to The International College.

Visit www.toefl.org or www.ielts.org for more information.

- (5) Three reference letters, from non-relatives, attesting intellectual capacity and motivation to pursue graduate level work.

Two categories of degree seeking graduate students will be accepted for admission:

- (1) **Regular** students are those who fulfill all admission requirements.
- (2) **Provisional** students are those who desire to be accepted into degree programs but have incomplete documentation or requirements. This indication is reserved for extreme, unique situations. Such students will be admitted on a conditional basis and will be classified as provisional students until requirements for regular standing are fulfilled. All documentation requirements **must be** completed within **two quarters**. A provisional student that has not fulfilled regular admission requirements within **two quarters** may be dropped from the College. *Missing documentation of the Bachelor's degree CANNOT be a missing element of documentation for admission as a provisional student.*

Any student wanting to take a graduate course without pursuing a degree may be admitted as an unclassified student. The admission requirements are listed below:

- (1) A completed, signed, and paid application form
- (2) CI\$60.00 (US \$75.00) Application Fee – Non refundable
- (3) Approval of the Dean
- (4) Two letters of reference completed by non-relatives verifying years of experience.

There are courses required for the graduate degree programs that have undergraduate courses as prerequisites. Prior to taking those **graduate** courses, the graduate student must have completed the **appropriate prerequisite** undergraduate course with a grade of "C" or better as substantiated by official transcripts. If the course was not taken while pursuing the student's undergraduate degree, the course may be taken at ICCI. It is best that students plan ahead so that they do not miss graduate courses when they occur because they have not completed the prerequisite.

Early Admission: With approval of the Dean, an undergraduate student of ICCI who has not more than 20 quarter credits before completion of a Bachelor's degree and who has a 3.0 GPA or higher may register for graduate studies while completing work for the Bachelor's degree. Such students must have the Dean's approval and may not take over 15 graduate credits before the requirements for the undergraduate degree are completed. Other requirements for graduate admission must be met.

Provisional Students are those with incomplete admissions documentation. They will remain classified as such until all requirements for regular standing are fulfilled. Any student wanting to take a graduate course without pursuing a degree may be admitted as an **Unclassified Student** with the approval of the Graduate Committee.

Admission applications should be submitted to the Director of Admissions at ICCI. A CI\$60.00 (US\$75.00) **non-refundable fee** must accompany each application.

Transfer Credits

Students with earned graduate college credit from another accredited college or university may apply to have these credits transferred into their program at ICCI. ICCI will not accept graduate degree grades lower than a "B". All transfer credits will also be evaluated for age and content and may not be allowed based upon such evaluation. An official transcript from each college previously attended must be submitted. ICCI will transfer a maximum of 15 quarter credits or equivalent. ICCI will usually accept credits from an institution accredited by an institutional accrediting agency listed by the U.S. Department of Education or from an institution that is internationally recognized and/or recognized by the government of the country in which it operates as a degree granting institution. Transfer credit from non-accredited schools may be validated for transfer by examination or petition if courses are substantially equivalent to those offered at ICCI.

SECOND GRADUATE DEGREE

A student pursuing a second master's degree at the College must fulfill all the published requirements for the second degree as listed in this catalog. Common requirements will be used as partial fulfillment for the second degree. The student will complete the additional credits required for the new components of the second degree before the second degree is issued. A student may not pursue two degrees concurrently.

- (1) Course requirements for the second degree must have been completed as certified by the appropriate academic credits, and
- (2) A minimum of 25 appropriate credit hours, in addition to the 60 credits required for the first master's degree, is required through additional credits, depending on the courses involved in the two degrees.

GRADUATION REQUIREMENTS

Students in the graduate program must comply with the following:

- (1) Complete a minimum of 60 quarter hours of approved graduate level credits. Credit will not be granted for a course where a grade lower than "B" has been given. Therefore, a required course in which a grade of "C," "D" or "F" has been earned must be repeated. A maximum of 15 quarter hours of graduate credits may be transferred. No grade lower than a "B" may be transferred into the College. These credits must be relevant to the program. The full-time class load for graduate students is 10 credit hours per quarter. With the Dean's approval, the maximum is 15 credit hours.
- (2) Maintain a 3.0 GPA or higher. A student who does not show satisfactory academic progress toward improving his/her GPA may, on the determination of the Dean, be placed on probation or suspended from school for academic reasons. (See Statement on Satisfactory Progress.) If the student wishes to appeal, he or she may do so in writing and request a hearing in the presence of the Academic Committee.
- (3) Pass and present the Graduate Capstone Project which includes ePortfolio, complete ETS and Peregrine tests.
- (4) Complete the program within a maximum of 90 quarter hours, and
- (5) Earn 5 credit hours from International Seminar.

GRADUATE STANDARDS OF ACADEMIC PROGRESS

A **Graduate** student must meet the following minimum standards of satisfactory achievement and successful course completion while enrolled. Unless waived, all required courses in a program or approved substitutes must be successfully completed by the student for that student to graduate. Moreover, only **Regular Students** are eligible for graduation. **Provisional Students** who have not achieved regular student status within **two** quarters may be dismissed from the College.

Maximum Credits Attempted and Time Period: A student must complete the entire Master's degree program (60 quarter hours) while attempting no more than 90 quarter credits **and must complete their requirements within 6 years of commencing the program.** Credits earned toward an incomplete degree will expire after 6 years and may not be used for completion of any degree earned after such credits have expired. Expired credits must be retaken and completed successfully to count toward a degree. The second attempted grade shall count for purposes of calculation of GPA. Expired credits shall not be calculated for purposes of maximum credits attempted. This time limit shall apply to all new students entering under this catalog and does not apply to students readmitted to the program who took credits prior to the publication of this catalog. Withdrawal from a class after a student has attended that class will count as attempted credits. Failure to complete the selected program during the maximum allotted credits attempted will result in the dismissal of the student.

The maximum attempted credits for **transfer students** is calculated on the basis of the number of credits that they must earn at International College of the Cayman Islands to achieve a Master's degree. The maximum allotted credits attempted for the student will not exceed 1.5 times the credits necessary to complete the program in question.

Change of Programs and Second Degrees: A student who changes programs shall not have counted toward the maximum allowable credits those courses which are not applicable to the program into which they have transferred. A student who pursues a second degree is permitted 1.5 times the number of required hours to achieve that second degree. For example if a student requires 30 hours to get a second Master's degree the maximum allowable time will be 1.5 times that amount or 45 credit hours in which to finish a second degree.

Evaluation Points: At a minimum, each student will be evaluated at least once every academic year. Those pursuing Master's degrees will be evaluated after they have attempted 22 and 45 quarter credits, and before they have attempted 90. If these evaluation points fall during the middle of a quarter, the evaluation is done at the end of the preceding term.

The formula for evaluation points for graduate transfer students is as follows:

- (1) The number of hours transferred in and the number of hours remaining toward their degree will be determined;
- (2) The number of hours remaining toward their degree is multiplied times 1.5; this determines the maximum period in which credits must be obtained and from that the proper evaluation points;
- (3) The evaluation points are set at 25% of maximum credits remaining based on attempted credits at ICCI, 50% of maximum credits remaining based on attempted credits at ICCI and 100% of maximum credits remaining based on attempted credits at ICCI;
- (4) The students are evaluated using the same requirements for each time period as non-transfer students as set forth in the catalog; and
- (5) The academic year evaluation points are based on their total earned hours at ICCI and are set at 30 and 60 earned credits.

SATISFACTORY PROGRESS TABLE - Master's Degree

Required Evaluation Points	Minimum Cumulative GPA	Minimum Successful Course Completion % of Courses Attempted
**20 attempted credits	2.6	67%
*45 attempted credits	2.8	67%
*90 attempted credits	3.0	67%
End of Each Academic Year:		
**30 earned credits	2.8	67%
**60 earned credits	3.0	67%

*Students not meeting these standards are not eligible for financial assistance, may not be placed on probation, and **must be dismissed**. The Institution may place each student in an extended enrollment status.

Students not meeting these standards do not have to be dismissed; however, **probation is required.

Minimum Academic Achievement: A Master's degree student must achieve cumulative grade points averages (cum GPAs) of the following: 2.6 at 20 attempted credits; 2.8 at 45 attempted credits; and 3.0 at 90 attempted credits. Failure to maintain minimum academic achievement will result in the student being placed on academic probation. In addition, those who have completed at least 60 credit hours must maintain a 3.0 cum GPA.

Successful Course Completion: A regular student must complete an entire program within 1.5 times the program length. To fulfill the satisfactory progress requirements, he/she must successfully complete 2/3 of the credit hours attempted.

Probation & Dismissal: Regular students failing to meet successful course completion rates of 67% during the first 25% of the maximum time frame (i.e. 67% of 22 attempted) credit hours) will be placed on academic probation. Regular students failing to meet successful course completion rates during the first 50% of the maximum time frame (i.e. 67% of 45 attempted credits) will be dismissed. In cases of academic dismissal, the student will be notified in writing by the Dean. Such dismissal will be recorded on the student's permanent record.

All students placed on probation will be counseled by their academic advisors and will be offered remedial tutoring if requested.

A student will remain on academic probation until he/she has attempted 50% of the maximum time frame for the program elected, or the credits he/she has completed exceed 65% of the credits attempted. During the period of academic probation, the student is expected to maintain a 2.5 current GPA or better.

A student failing to progress as stipulated above, regardless of grades received for the current quarter, will be placed on final probation. Should the student on final probation still fail to progress, he/she will be suspended from regular status or dismissed from the College.

Extended Enrollment Status: A student dismissed for academic reasons can extend his/her enrollment status by re-applying for admission as an **unclassified** student. Having been granted such status, he/she must correct the academic deficiencies that led to the dismissal. A student may not continue studies in such an extended enrollment status beyond the published allowable time frame.

Reinstatement as a Regular Student: A student who has re-established his/her satisfactory progress according to the above criteria may apply to the Dean to return to regular student status. Instructors who have been familiar with the work of a student shall advise the Committee during the approval process. A reinstated regular student will be placed on probation until the following required evaluation point.

Appeals: Should a student disagree with the application of these satisfactory progress standards, he/she must first discuss the problem with the appropriate instructor(s). If still unsatisfied, the student may then appeal in writing to the Dean. The appeal will be reviewed in depth by the Dean. The decision of the Dean is final. Dismissals will be recorded on the student's transcripts.

Applicability: The standards of satisfactory progress outlined here apply to ALL graduate regular students, whether full-time or part-time.

Mitigating Circumstances and Leaves of Absence: The Dean may grant leaves of absence and/or waive interim satisfactory progress standards for poor health, family crisis, or other circumstances beyond the control of the student. The student must document the circumstances in question, and must document the fact that such circumstances have had an adverse impact on his/her academic progress. The Dean, however, will not grant waivers of graduation requirements because of such circumstances. Leaves of absence do not affect maximum program length.

Students may have only one Leave Of Absence (LOA) in any 12-month period. A LOA may not exceed two quarters. In addition, should students require a second LOA within one calendar year, and there are extenuating circumstances, regulations allow the College to include a second break of attendance within one calendar year, as long as both breaks of attendance do not add up to more than 180 days in one calendar year.

A LOA is granted only for nonacademic reasons which would prevent the completion of the quarter. All LOAs must be requested through written application to the Registrar through the online form unless unforeseen circumstances such as injury or illness prevent the student from doing so. In the case of those special circumstances the Registrar must still be contacted.

A student who has not filed a written request for LOA, or one whose LOA request has not been granted will be considered withdrawn. Students who do not return from LOA as scheduled will be considered withdrawn from the college, requiring the student to reapply upon return. An approved LOA has no impact on Satisfactory Academic Progress. Classes in which a leave of

absence is granted will not appear on a student's transcript, unless a student requests an incomplete.

Additional Policies Applicable to Enforcing Standards of Academic Progress: Since remedial (or noncredit) courses are not included in a student's program of study and do not earn college credit, they do not affect satisfactory academic progress. An "I" grade or Incomplete that is not removed by the end of the following quarter becomes an "F" and counts toward attempted credits for the purpose of determining satisfactory academic progress.

Program Changes and the Standards of Academic Progress: When a student changes programs, the determination of that student's academic progress will include only those credits and grades earned which count toward the new program of study. All credits previously attempted which are for courses that are a part of the new program will be calculated for purposes of course completion and maximum program length.

***Course Repetitions:** A course in which a grade of "C," "D" or "F" has been earned may be repeated. The two grades earned will be averaged for the GPA calculation. Both courses will also be considered credit hours attempted for the purpose of successful course completion percentages. Maximum program lengths (90 credits) are not affected by this policy.

***Pass/Fail Courses:** Although a grade of "P" or Pass is defined as a grade of "B" or higher, credit earned on a pass/fail basis is not computed as part of a student's GPA. Credit so earned, however, is reflected as part of a successful completion rate. Failures of such courses negatively affect student academic progress. Neither a grade of "P" or "F" will be calculated for purposes of grade point average.

***Withdrawals:** A grade of "W" will be given to the student who, within seven weeks following the start of the quarter, discontinues attending or formally withdraws from one or more classes. A grade of "F" will be recorded for students who discontinue attending classes or who withdraw after the seven week period. The "W" grade affects neither the student's GPA nor the credits earned but does adversely affect successful course completion rates.

A student wishing to withdraw from an International Seminar must complete a Control Report prior to the start of the quarter. Once the quarter has begun, any student who withdraws but is listed on the official roster for the International Seminar will receive a "W" and it will be reflected on the student's academic record as an attempted course.

SEMINARS

All graduate students are required to obtain 5 quarter credits from GR 510: Seminar on Organizational Behavior and Development. Courses which may be offered as Seminars are designated in the catalog under the Graduate Course Description's section.

The student is responsible for obtaining all necessary travel documents in order to attend any international seminars. At the student's request, the college can assist with letters to various agencies, but it is the student's obligation to ensure all appropriate documents are obtained in order to enter the United States.

The cost per quarter for Seminars is the same as that of other courses. Please see the Tuition and Fees listing for more detail. **Seminar accommodation costs, airline transportation, books, and personal expenses are the responsibility of the student.**

The student is responsible for obtaining all necessary travel documents in order to attend any international seminars. At the student's request, the college can assist with letters to various agencies, but it is the student's obligation to insure all appropriate documents are obtained in order to enter the United States.

The tuition cost per quarter for Seminars is the same as other courses. Please see the Tuition and Fees listing on page 25 for more detail. **Seminar accommodation costs, airline transportation, books, and personal expenses are the responsibility of the student.**

GRADUATE PROGRAMS OF STUDY

Master's Degree Programs

- Master of Science in Management
 - Human Resources Concentration
 - Educational Leadership Concentration
- Master of Business Administration Degree
- Master of Professional Accountancy

MASTER OF SCIENCE IN MANAGEMENT

The graduate programs at ICCI offer courses leading to Masters' degrees to qualified students already possessing an undergraduate degree. The Master of Science in Management degree is designed to develop management and leadership skills of academically and experientially qualified individuals.

The student will be able to:

- Increase their effectiveness in private and public organizational settings;
- Demonstrate a knowledge of the general history, concepts, and processes of management;
- Demonstrate the conceptual base from which the more specific survey courses focus on professional skills in human resources, accounting, business administration, or education; and
- Apply the intellectual abilities in analysis, management, job performance, and creativity to real world experiences.

This program helps increase effectiveness in private or public organizations, define professional skills in human resources or education and develop intellectual abilities in analysis, management, job performance, and creativity. The Master of Science in Management offers a choice of concentration: Human Resources or Educational Leadership.

**MASTER OF SCIENCE
MANAGEMENT**

Human Resources Concentration

Class Code	Subject Area	Credits
Area I: Core Requirements		
GR 503	Multicultural Management	(5)
GR 504	Management Theory and Practice	(5)
GR 506	Human Resources Management	(5)
GR 510	Intl. Seminar on Organizational Behavior & Development	(5)
GR 515	Research Methodology	(5)
GR 534	Business Informatics	(5)
Total Core Requirements		(30)
Area II: Human Resources Concentration Requirements		
GR 500	Environment of Business	(5)
GR 502	Economics of Human Resources	(5)
GR 505	Strategic Human Resources Management	(5)
GR 507	Management Communications	(5)
GR 508	Strategic Management	(5)
GR 590	Graduate Capstone Project	(5)
Total Human Resources Concentration Requirements		(30)
Total Credits Required for Graduation		(60)

MASTER OF SCIENCE
Management

Educational Leadership Concentration

Class Code	Subject Area	Credits
Area I: Core Requirements		
GR 503	Multicultural Management	(5)
GR 504	Management Theory and Practice	(5)
GR 506	Human Resources Management	(5)
GR 510	International Seminar on Organizational Behavior & Dev	(5)
GR 515	Research Methodology	(5)
GR 534	Business Informatics	(5)
Total Core Requirements		(30)
Area II: Educational Leadership Concentration Requirements		
GR 531	Social Cultural Theories	(5)
GR 532	Special Topics	(10)
GR 511	Research Based Field Experience	(10)
GR 590	Graduate Capstone Project	(5)
Total Educational Leadership Concentration Requirements		(30)
Total Credits Required for Graduation		(60)

MASTER OF BUSINESS ADMINISTRATION

The graduate programs at ICCI offer courses leading to a Master of Business Administration degree. The MBA degree is designed to develop business management and leadership skills of academically and experientially qualified individuals.

The student will be able to:

- Effectively function in private and public organizational settings;
- Demonstrate a knowledge of the general history, concepts, and processes of management;
- Demonstrate the conceptual base from which the more specific survey courses focus on professional skills in human resources, accounting, business administration, or education; and
- Apply the intellectual abilities in analysis, management, job performance, and creativity to real world experiences.

MASTER OF BUSINESS ADMINISTRATION

Class Code	Subject Area	Credits
Area I: Core Requirements		
GR 500	Environment of Business	(5)
GR 506	Human Resources Management	(5)
GR 507	Management Communications	(5)
GR 510	Int'l Seminar on Organizational Behavior and Development	(5)
GR 515	Research Methodology	(5)
GR 516	Accounting for Executives	(5)
GR 534	Business Informatics	(5)
Total Core Requirements		(35)
Area II: Business Administration Requirements		
GR 508	Strategic Management	(5)
GR 517	Managerial Economics	(5)
GR 518	Financial Management	(5)
GR 519	Marketing Management	(5)
GR 590	Graduate Capstone Project	(5)
Total Business Administration Requirements		(25)
Total Credits Required for Graduation		(60)

MASTER OF PROFESSIONAL ACCOUNTANCY

The Master of Professional Accountancy degree is designed to develop accountancy and leadership skills of academically and experientially qualified individuals. An undergraduate degree in Accounting or an equivalency of accounting courses is a prerequisite for this program.

A Master of Professional Accountancy will hone students' analytical skills with expert-level training in accounting principles and cutting-edge business applications. The CPA concentration will provide them with the additional 30 hours of the 150 credit hours of classroom instruction required by most states before taking the Uniform Certified Public Accountant Examination (CPA). The program is designed to not only prepare students for the CPA examination, but also to provide a strong knowledge of accounting principles and business applications

With coursework that covers everything from taxation to understanding of the legal environment of business, this professional degree will prepare students to take their place alongside business decision-makers as a corporate accountant, auditor, accounting manager, financial analyst or CPA. An MPA degree is practical, and graduates can be found working in management-level roles in diverse countries throughout the world. The MPA program prepares students for career as a corporate accountant, financial analyst, controller, forensic accountant, auditor, taxation specialist, budget analyst, personal financial planner, or CPA.

The student will be able to:

- Develop knowledge and acquisition skills by establishing advanced competency in the functional areas of accounting;
- Develop critical thinking skills by attaining the ability to identify and evaluate accounting problems and arrive at reasoned conclusions;
- Develop research and communication skills by utilizing financial and other authoritative databases and effectively presenting findings in written format; and
- Develop ethical and professional responsibility by recognizing and responding accordingly to ethical, professional, and regulatory issues in accounting

MASTER OF PROFESSIONAL ACCOUNTANCY

Class Code	Subject Area	Credits
Area I: Core Requirements		
MPA 500	Accounting Ethics	(3)
MPA 501	Advanced Accounting for Managers	(3)
MPA 502	Advanced Auditing	(3)
MPA 503	Federal Taxation	(3)
MPA 504	Legal Environment of Business	(3)
MPA 505	Financial Accounting Regulations	(3)
MPA 506	Tax Professional Research	(3)
MPA 507	Operations and Supply Chain Management	(3)
MPA 508	Accounting Information Technology, Control and Audit	(3)
Elective	*One course from the electives listed below	(3)
Total Core Requirements/Total Credits for Graduation		(30)
Select one course from the following list for the elective course*		
MPA 510	Value Added Accounting Practices	(3)
MPA 512	Business Analysis and Valuation	(3)
MPA 515	Advanced Managerial and Financial Strategy	(3)
MPA 520	Finance in a Global Perspective	(3)
Seminar and Capstone are not required for this Program		
Credits for the MPA program are accumulated in semester hours based upon 16 week terms.		

GRADUATE COURSE DESCRIPTIONS

GR 500 ENVIRONMENT OF BUSINESS (5) This course focuses on the legal and ethical framework that encompasses such subjects as the moral, legal, and social responsibilities of companies, their moral audit, and workers' and consumers' rights.

GR 502 ECONOMICS OF HUMAN RESOURCES DEVELOPMENT (5) A study of the applications of economic theory both to labor market operations and structural organizations and to describing and explaining managerial investments in human capital. **Prerequisite: BE 201, 202.**

GR 503 MULTICULTURAL MANAGEMENT (5) A course dealing with the management of intercultural and international aspects of individual, small group, and organizational behavior in education and business. Practices and skills relating to integrating into a working team employees of differing ethnic backgrounds, gender, ages, physical abilities, lifestyles, values, and needs will be explored and analyzed. **Prerequisite: PY 201, SO 201.**

GR 504 MANAGEMENT THEORY AND PRACTICE (5) A study of the nature and functions of management, including such topics as planning, organizing, leading, and controlling.

GR 505 STRATEGIC HUMAN RESOURCE MANAGEMENT (5) A course designed to provide specific skills in personnel administration. Topics include job description and analysis, performance evaluation and appraisal, and compensation systems.

GR 506 HUMAN RESOURCES MANAGEMENT (5) This course explores human resources topics, including planning, recruitment, training, supervision, and career development through case studies.

GR 507 MANAGEMENT COMMUNICATIONS (5) This course utilizes an experiential approach to study the dynamics of oral and written communications from a managerial perspective.

GR 508 STRATEGIC MANAGEMENT (5) A study of the managerial decision-making process, with an emphasis placed on creating administrative policies through strategic management.

GR 509 SPECIAL TOPICS (5) An elective course chosen among current offerings or an approved independent study which supplements the master's degree requirements. May be taken more than once with different topics. **Approval of instructor required.**

GR 510 SEMINAR ON ORGANIZATIONAL BEHAVIOR AND DEVELOPMENT (5) This course studies the dynamics of human behavior within the context of the organization. Topics include motivation, leadership, politics, and group processes.

GR 511 RESEARCH BASED FIELD EXPERIENCE (5,5) Research in selected programs, practices and/or subject matter areas in education. May be an in-depth extension of one of the Special Topics.

GR 515 RESEARCH METHODOLOGY (5) This course examines the principles and techniques of organizing, analyzing, and interpreting empirical data, as well as other aspects of research design. **Prerequisite: MA 207 Statistics.**

GR 516 ACCOUNTING FOR EXECUTIVES (5) A study of decision making and financial planning relevant to interpreting managerial accounting information, exclusive of the dictates of financial accounting, economics, or operations research. **Prerequisite: BE 211.**

GR 517 MANAGERIAL ECONOMICS (5) This course applies micro-economic theory to management decision making and policy formation. **Prerequisite: BE 201, 202.**

GR 518 FINANCIAL MANAGEMENT (5) This course investigates the uses and applications of managerial decision making to the cash flow, planning, control, and distribution of capital. **Prerequisite: BE 211 & MA 207.**

GR 519 MARKETING MANAGEMENT (5) An examination of consumer behavior, and marketing planning and strategy.

GR 531 SOCIAL CULTURAL THEORIES (5) A comprehensive survey and critical analysis of the philosophical, sociological, historical, and economic foundations of current major views regarding the nature and aims of education, curriculum design and validation, school organization and policy, and teaching-learning.

GR 532 SPECIAL TOPICS: ELEMENTARY EDUCATION (5,5,5) Intensive and extensive advanced reading, research, preparation of instructional materials and reports in subject matter areas of the elementary school such as reading, language arts, mathematics, science, social studies, art, music, and physical education.

GR 534 Business Informatics (5) This course explores how information systems are transforming business and why they essential for managing businesses today. It includes topics such as global e-business, ethical and social issues, business intelligence, e-commerce, enhancing decision-making and managing projects.

GR 590 GRADUATE CAPSTONE PROJECT (5) To be taken as a last class in the program to demonstrate the knowledge and skills that meet program objectives. Students will research a topic approved by the instructor, complete a culminating e-portfolio, and take standardized tests for successful completion and to meet graduation requirements.

MPA 500 ACCOUNTING ETHICS (3 semester hours) The CPA exam requires 3 credits in ethics. This course will provide students with an examination of ethical issues that impact the audit and accounting profession in order to explore the appropriate role of accounting professionals in society and business. This course will provide students with the knowledge and understanding on how to investigate the legitimate use of governmental regulation, oversight and standard-setting to monitor the behavior of business and accounting professionals, assess the implications and impact on proposed and present solutions to the moral dilemma associated with economic decision making, investigate the timely issues related to accounting ethics including fraud, earnings management, corporate governance, internal control, and how to set appropriate standards of conduct for stakeholders in the accounting process.

MPA 501 ADVANCED ACCOUNTING FOR MANAGERS (3 semester hours) This course is to prepare financial statements for business combinations at the time of an acquisition and prepare financial statements for consolidated entities subsequent to an acquisition. As such, the course is recommended for students who, in their careers, anticipate that they will be required to prepare pro forma consolidated statements for prospective acquisitions, or analyze the consolidated statements of existing complex financial structures. The objectives of this course will be met by incorporating a variety of instructional methods including group activities, lectures, discussion papers, students' presentations, class exercises, spreadsheet activities and online research.

MPA 502 ADVANCED AUDITING (3 semester hours) This is an advanced course provides concepts and theory underlying the audit of third part assertions. Coverage includes the audit environment, risk assessment, evidential search and evaluation, internal controls, audit programs and audit reporting. In addition, this course will include audit sampling, revenue process, acquisition process, human resource management process, inventory management, resource management processes, completion activities, audit reports and subsequent. The objective of this course is to introduce students to the nature of auditing, assurance services and the process used for the audit of financial statements.

MPA 503 FEDERAL TAXATION (3 semester hours) This is an advanced tax course designed for students of accounting. At a minimum the course, will introduce students to advanced tax

concepts that will be important for the CPA exam, for interactions with clients, and/or for most other professions in accounting or finance. In addition, this course will provide an overview of the concepts found in the Federal income tax code. Primary emphasis will be using the income tax code to understand property transactions in a business and investment context.

MPA 504 MANAGEMENT AND THE LEGAL ENVIRONMENT OF BUSINESS (3 semester hours)

This is an advanced course which will address not only traditional business law topics, such as agency, contracts, torts, criminal law, antitrust, and employment law, but also other topics of vital concern to business managers and accountants such as privacy protections, constitutional law, intellectual property, debtor-creditor relations and bankruptcy, corporate governance, securities regulation, controlling interests of shareholders, public and private offerings of securities, securities fraud and insider trading. This course will include 3 semester credit instructional hours on accounting ethics required for the CPA exam (see MPA Accounting Ethics).

MPA 505 FINANCIAL ACCOUNTING REGULATIONS (3 semester hours) This course covers the scope of service provided by professional accountants with an overview on case law and legislation as well as a variety of private and government sector agencies: including Academic Accreditation Bodies, State Boards of Accountancy, the United States Securities and Exchange Commission, the Public Company Accounting Oversight Board, independent standard setting bodies such as the Federal Accounting Standards Advisory Board (US), the Financial Accounting Standards Board (US), the International Accounting Standards Board and self-regulatory organizations such as State Societies of CPA and the American Institute of Certified Public Accountants.

MPA 506 TAX PROFESSIONAL RESEARCH (3 semester hours) This advanced source covers tax law research methods; interpreting statutes, cases and rulings; communicating research results; administration and professional responsibilities of tax practice. The objectives of this course are to provide students the ability to identify the various types of tax authority and explain their significance in determining client tax positions, demonstrate proficiency in various tax research platforms to find appropriate primary and secondary authorities when analyzing a tax issue, compare the relevant standards and professional responsibilities dictated by applicable governing bodies (IRS, AICPA, tax penalty provisions) for taking a tax position, and to understand the procedures, options, and responsibilities for advising clients in a tax controversy matter.

MPA 507 OPERATIONS AND SUPPLY CHAIN MANAGEMENT (3 semester hours) This advanced course discusses operations as the function with the greatest proportion of company assets and labor. This course is designed to help students understand how the operations function in both service and manufacturing industries, how to support the business strategy and add value to an organization by providing superior products and services to customers, improve the competitive positioning of the company, and support financial objectives.

MPA 508 ACCOUNTING INFORMATION TECHNOLOGY, CONTROL AND AUDIT (3 semester hours) This course will provide an overview of how auditors and organizations need to effectively manage and examine IT systems in order to meet business goals and objectives. The course will provide students with essential principles, knowledge, and skills on how to control and assess IT systems that will prepare the reader for a successful career in the accounting and auditing for public practice, private industry, or government. The course targets both students and industry practitioners in the IT and accounting fields includes IT audit problems, simulations, practical cases, and research assignment opportunities to develop IT audit expertise.

MASTER OF PROFESSIONAL ACCOUNTANCY ELECTIVES*

MPA 510 VALUE ADDED ACCOUNTING PRACTICES (3 semester hours) This course will cover an advanced overview of cost accounting and the identification which activities add value to your products, and which ones do not. Keeping your non-value-added activities to a minimum improves your profit margin by cutting unnecessary expenses. Additionally, cover cost control and budgeting systems including a detailed study of job order costing, manufacturing cost accounts and reports, and process costing will be provided including an in-depth view to alternative costing methods such as just-in-time and activity-based costing.

MPA 512 BUSINESS ANALYSIS AND VALUATION (3 semester hours) This course will introduce a framework that helps to fully analyze any company's financial statements and reveal its true condition and value. The students will examine the financials of large and small publicly traded companies, including a discussion on corporate social responsibility and its effects on sustainable profitability. The course will integrate extensive use of a valuation software. Finally, the course will include a final written project through analysis and valuation of a publicly traded corporation, similar in essence to the report of an equity analyst.

MPA 515 ADVANCED MANAGERIAL AND FINANCIAL STRATEGY (3 semester hours) This course presents an overview of theories and their applications to demonstrate the advanced implementation of corporate finance, including stock and bond valuations, financial forecasting, and capital structures, using real options when making financial strategy decisions.

MPA 520 FINANCE IN A GLOBAL PERSPECTIVE (3 semester hours) A study of the concepts and principles of financial management of the business enterprise within the global financial environment. Emphasis is placed on the contemporary and emerging hardware/software tools, information management, and information technology. Following an introduction of domestic and international financial markets and instruments, the concepts of value, risk, and efficient markets are covered. Capital budgeting, financial analysis and planning, and short-term financial management are also introduced. With these concepts in hand, the student learns how to envision, design, and evaluate computer-based solutions for typical business problems.

ADMINISTRATION AND STAFF

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Accountant	Autry Foster
Library Assistant, IT Faculty Lead	Christopher Raj Balraj, MS
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Housekeeper	Viola Powery

Faculty

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Lance Barnes, M.S.	Lauren Hunter, MBA
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Brian Williams
Ormond Williams

TRUSTEES EMERITI

George McCarthy
Carlyle McLaughlin
Audrey Ebanks (Posthumously)

ACADEMIC CALENDAR

Winter 2019	Date	Holidays / Events/No Classes
Priority Registration	5 th week of previous quarter	
Registration	7 th week of previous quarter	National Heroes Day – January 28
Late Registration Begins	11 th week of previous quarter	Career Readiness Day – February 28
Orientation	Thursday, January 3, 2019	Ash Wednesday – March 6
Classes Begin	Monday, January 7, 2019	
Graduation	Thursday, February 21, 2019	
Last Day to Drop a Class	Friday, February 22, 2019	
Last Day of Classes	Tuesday, March 19, 2019	
Final Exams	Wednesday and Thursday, March 20 and 21, 2019	
Seminar	January 23 - 30, 2019	
End of Quarter	Thursday, March 21, 2019	
Spring 2019	Date	Holidays / Events/No Classes
Priority Registration	5 th week of previous quarter	Good Friday – April 19
Registration	7 th week of previous quarter	Easter Monday – April 22
Late Registration Begins	11 th week of previous quarter	Discovery Day – May 20, 2019
Orientation	Thursday, April 4, 2019	Career Readiness Day – May 30, 2019
Classes Begin	Monday, April 8, 2019	Queen's Birthday – June 10, 2019*
Last Day to Drop a Class	Friday, May 24, 2019	
Last Day of Classes	Tuesday, June 18, 2019	
Final Exams	Wednesday and Thursday, June 19 and 20, 2019	
Seminar	May 17 - 24, 2019	
End of Quarter	Thursday, June 20, 2019	
Summer 2019	Date	Holidays / Events/No Classes
Priority Registration	5 th week of previous quarter	Constitution Day – July 1
Registration	7 th week of previous quarter	Career Readiness Day – August 22
Late Registration Begins	11 th week of previous quarter	
Orientation	Thursday, June 27, 2019	
Classes Begin	Wednesday, July 3, 2019	
Last Day to Drop a Class	Friday, August 16, 2019	
Last Day of Classes	Tuesday, September 10, 2019	
Final Exams	Wednesday and Thursday, September 11 and 12, 2019	
Seminar	August 16 - 23, 2019	
End of Quarter	Thursday, September 14, 2019	
Fall 2019	Date	Holidays / Events/No Classes
Priority Registration	5 th week of previous quarter	Remembrance Day – November 11
Registration	7 th week of previous quarter	Career Readiness Day -
Late Registration Begins	11 th week of previous quarter	
Orientation	Thursday, September 26, 2019	
Classes Begin	Monday, September 30, 2019	
Last Day to Drop a Class	Friday, November 15, 2019	

Last Day of Classes	Tuesday, December 10, 2019	
Seminar	November 8 - 15, 2019	
Final Exams	Wednesday and Thursday, December 11 and 12, 2019	
End of Quarter	Thursday, December 12, 2019	
Graduation	Date	
Class of 2018 Commencement	February 21, 2019	
Class of 2019 Commencement	TBD	

[Please note: All Cayman Islands public holidays are observed.]

NOTICE: While this catalog is a description of the academic programs and regulations as of the date of publication, it is for information only, and its provisions do not constitute an offer for a contract which may be accepted by students through enrollment at the College. The College reserves the right to change any provisions, requirements, or fees at any time during the student's period of study. It further reserves the right to impose probation or suspension on any student whose conduct or achievement is unsatisfactory. Information in this catalog supersedes all previous regulations, including tuition and fees previously published.