REGENT COLLEGE OF THE CARIBBEAN

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PROGRAMME GUIDE

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION With Emphasis in Management Studies

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RATIONALE FOR THE PROGRAMME

Regent College of the Caribbean has a strong history of providing sound Business Studies programmes that meet the value of industry validation. In 1978 the College started offering the Certificate in Secretarial Science programme which equipped students with the skills and competences to serve in entry level positions in various organizations. In 1997 the Certificate in Secretarial Science which was being offered, was replaced by the Diploma in Business Studies. In 2006 the Diploma in Business Studies programme was again reviewed and upgraded to an Associate Degree in Business Studies which obtained accreditation from the University Council of Jamaica in April 2010. The University Council of Jamaica in their Recent Review of the Associate Degree Programme in 2020 noted that:

"The ASc Degree in Business Studies is intended to provide students with knowledge and skills in mathematics, writing and communication, plus core knowledge in management, accounting, marketing, law and finance. The evaluation team views this as meeting the Tertiary Qualifications criteria, as it empowers students to gain employment at the entry and supervisory levels of various industries as well as to venture into entrepreneurship. Additionally, the programme structure and content are such that they provide students with the prerequisites for higher education, becoming specialists in areas such as Accounting, Finance and Management, Human Resource Management and Marketing, and for making contributions to national and regional development" (UCJ 2020 Accreditation Report).

The College has been exploring the possibility of offering the Bachelor of Science in Business Administration Programme especially for the past five years and has received curriculum content for the programme from the former heads of the Business Department. After receiving various requests from present and past-students coupled with trends in Higher Education internationally, the College made the decision to develop and implement the Bachelor of Science in Business Administration Programme. The College has done a needs assessment survey which shows that over 90% of our students who will be graduating with the Associate Degree in Business Studies this Academic year have a strong desire to do the Bachelor of Science in Business Administration at the College. The interest and determination of these

students provide strong motivation for the immediate implementation of the programme.

The current trend in Higher Education shows that students are moving to the Baccalaureate level as the foundation for higher education. The Associate Degree is a stepping stone to move to the Baccalaureate level.

The Programme has an emphasis in Management Studies which give students a wide scope of career opportunities. It is common knowledge that effective management is a quintessential element of any organization. Regent College of the Caribbean's Bachelor of Science in Business Administration programme is aimed at bringing out the leadership qualities of business professionals not only with desire to meet existing industry validation demands but to lead industry by influencing change and establishing best practices.

The College is aware that programmes of this nature and title are offered by a number of other institutions. Therefore, attention is given to the importance of Content and concurrent validation in curriculum development to facilitate credit transfer. Careful attention is also given to the UCJ's Tertiary Qualification Framework which outlines the standards that all institutions must follow concerning the areas of study (General Education, Specialization and Electives) and the number of credit hours (120 Minimum) for this course.

However, our programme has undeniable marks of uniqueness that sets it apart as premier. The programme is designed to prepare students to demonstrate flexibility and face the challenges relative to high-level management and leadership positions in the public and private sectors. Our students are also equipped to use technology as a facility to enhance effectiveness and efficiency in organization and remain relevant in a changing world. Given the reality of globalization which is accentuated by COVID-19, the need to develop the international person to exercise mastery over the global space cannot be overstated. There is a need for students who will master the theories and constructs of business, and nurture the entrepreneurial spirit. Completing a Business Administration programme can lead to many possibilities. In general, a bachelor's degree in business helps you learn the foundational knowledge of business and opens a wide range of opportunities for employment.

MISSION STATEMENT

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

VISION STATEMENT

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

PHILOSOPHY

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

MOTTO

Omnia in Gloriam Dei 'All for the glory of God'

INSTITUTIONAL GOALS AND OBJECTIVES

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

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

Objectives

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

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

Objectives:

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

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

Goal #3: To maintain academic integrity and quality assurance

Objectives

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

PROGRAMME OVERVIEW

The Bachelor of Science in Business Administration with Emphasis in Management Studies is designed to effectively lead industry validation standards and respond to the needs of industry by promoting efficiency and best practices in the business environment.

The programme furnishes students with appropriate **business** and **management** skills and competences, which will help them achieve success in today's competitive **business** environment. This is a program designed to give students thorough knowledge bases in the principles and practices of business management.

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

PROGRAMME OBJECTIVES

Upon completion of the Bachelor of Science in Business Administration with Emphasis in Management Studies programme students will be able to:

- 1. Develop strategic plans using marketing information
- 2. Understand the role of information technology systems (IT) in supporting business operations
- 3. Learn how to solve organizational problems using human resources and management principles
- 4. Understand how to use data tools to gather business intelligence.
- 5. Proceed to use the information to make key operational decisions
- 6. Learn to apply critical thinking concepts
- 7. Develop the ability to apply financial management principles to ensure viability
- 8. Develop analytical, critical thinking, and interpersonal skills applicable to real-world problems.
- 9. Develop a foundation of business knowledge and technical skills that supports and facilitates life-long professional development.
- 10. Use critical thinking, creative and logical analysis skills, strategies, and techniques to solve complex business problems.
- 11. Implement and apply current technical solutions to business activities, systems, and processes.
- 12. Apply sound management principles of planning, organizing, coordinating, and decision making to business operations.

TARGET GROUP

- ➤ Persons looking to build a solid foundation for a career in business management. It is even more important to individuals lacking a background in commerce.
- ➤ Persons looking for a stepping stone to future business success with graduate degrees such as the MBA.
- > Persons already working in the field of business and industry who are seeking to upgrade their qualifications.
- ➤ Persons who desire to contribute and create solutions for contemporary business problems.
- ➤ Entrepreneurs who want to have a knowledge of business management to start new initiatives and to create opportunities.

PROGRAMME STRUCTURE

This dynamic programme is offered by both online and face-to-face modality with flexibility to facilitate and meet the needs of our students. The general categories of study include: Accounting, Business Administration, Economics, Humanities, Management, Marketing, Social Science, Biblical Studies, Psychological Studies, and Technological Studies with special emphasis on Management Studies.

The programme has one hundred and twenty three (123) credit hours and has a duration of four years full-time. This duration may be reduced by up to two years, if a student gains Advanced Standing with an appropriate Associate of Science degree or equivalent qualification.

Students who successfully complete the Associate Degree in Business Studies at Regent College of the Caribbean will seamlessly advance to the third year of the Programme.

PROGRAMME SEQUENCE

FIRST YEAR

CODES	Semester One	Cr.	CODES	Semester Two	Cr.
HM1101	Use of English I	3	HM1207	Use of English II	3
ACCT1101	Financial Accounting	3	ACCT1207	Managerial Accounting	3
				Principles of	
SS1103	College Orientation	2	MGMT1208	Management	3
TECH1104	Computer Application	3	BS1209	Biblical Introduction	3
BSAD1106	Business Ethics	2	ECON1210	Pre-Calculus	3
PSY1106	Introduction to				i
	Psychology	3			
	TOTAL CREDITS	16		TOTAL CREDITS	15

SECOND YEAR

CODES	Semester One	Cr.	CODES	Semester Two	Cr.
ECON2312	Business and Economic				
	Calculus I	3	BSAD2317	Business Law	3
				Entrepreneurship and	
ACCT2313	Integrated Accounting	3	ENTR2418	Business Practice	3
ECON2314	Micro-economics	3	ECON2419	Macroeconomics	3
HM2314	Oral Communication	3	BSAD2421	Business Statistics	3
MKTG2315	Principles of Marketing	3	XXXXXX X	Business Elective	3
			PS2423	Work Experience	2
	TOTAL CREDITS	15		TOTAL CREDITS	17

THIRD YEAR

		1			1
CODES	Semester One	Cr.	CODES	Semester Two	Cr.
ACCT3524	Financial Management	3	MGMT3628	Change Management	3
MGMT3525	Organizational Theory & Behaviour	3	ACCT3629	Cost Accounting	3
MGMT3526	Systems Analysis and Design	3	MGMT 3630	Investment and Analysis	3
BSAD3527	Business Communication	3	BSAD3631	Corporate Governance	3
SS3530	Guided Research 1	3	XXXXXX	Elective	3
	TOTAL CREDITS	15		TOTAL CREDITS	15

FOURTH YEAR

CODES	Semester One	Cr.	CODES	Semester Two	Cr.
SS4733	Social Psychology	3	MGMT4836	Strategic Management	3
MGMT4734	Management Information Systems	3	MGMT4837	Production & Operations Management	3
HRM2423	Human Resource Management	3	MGMT4838	International Business Management	3
SS3635	Guided Research II	3	MGMT4839	Project Management	3
XXXXX	Elective	3	XXXXXX	Elective	3
	TOTAL CREDITS	15		TOTAL CREDITS	15

Total Credits: 123

*Electives:

Course	Cr.
Principles of Leadership	2
Introduction to Philosophy	3
Introduction to Sociology	3
Caribbean Family Life	3
Conflict Resolution	3
Introduction to Counselling	3
Introduction to Spanish	3
Christian Education	3
Missions	3
E-Commerce	3
Productivity & Quality Management	3
	Principles of Leadership Introduction to Philosophy Introduction to Sociology Caribbean Family Life Conflict Resolution Introduction to Counselling Introduction to Spanish Christian Education Missions E-Commerce

ADMISSION REQUIREMENTS

Applicants for the Bachelor of Science in Business Administration must have a minimum of five subjects including English Language and Mathematics at the Caribbean Examination Council (CXC) CSEC level at grade III or above (grade III after 1998). Applicant may be assessed for equivalent qualification or mature entry. Students who complete the Associate Degree in Business Studies will advance to the third year and only complete two years of study.

ACCREDITATION AND AFFILIATION

Regent College of the Caribbean is:

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

COURSE CLASIFICATION AND CREDIT DISTRIBUTION

MAJOR OR SPECIALIZATION/ ADJUNCT/ SUPPORTING (26 courses and 79 credits)	GENERAL EDUCATION (11 courses and 32 credits)	ELECTIVES (choose 12 (4 courses) credits from 30 credits (10 courses)
ACCT1101 Financial Accounting (3)	SS1103College Orientation(2)	CM1208Principles of Leadership (3)
ACCT 1207 Managerial Accounting (3)	TECH1104Computer Applications (3)	PH3527Introduction to Philosophy (3)
ACCT2313 Integrated Accounting (3)	HM1101 Use of English I (3)	SS2315Introduction to Sociology (3)
ECON2314 Micro-economics(3)	HM1207 Use of English II (3)	SS2421Caribbean Family Life (3)
ECON2419 Macro- economics (3)	BS1209 Biblical Introduction(3)	SS3642Conflict Resolution (3)
ECON1210 Pre-Calculus (3) ECON2312 Business &	HM2314 Oral Communication (3)	CP2423Introduction to Counselling (3)
Economic Calculus (3) MGMT1208 Principles of Management (3)	PSY1106 Introduction to Psychology (3)	HM3632Introduction to Spanish (3) CM2419Christian
BSAB2421 Business Statistics (3)	SS2315 Introduction to Sociology (3)	Education (3) CM3528Missions (3)
MKTG2315 Principles of Marketing (3)	SS4733Social Psychology (3)	MKTG4839E-Commerce (3)
BA1106 Business Ethics (2)	SS3530Guided Research 1 (3)	MGMT4840Productivity & Quality Management
BSAD2317 Business Law (3)	SS3635Guided Research II (3)	(3)
ENTR2418 Entrepreneurship & Business Practice (3)		
PS2423Work Experience (2)		

ACCT3524 Financial Management (3)	
MGMT3525Organizational Theory & Behaviour (3)	
MGMT3526Systems Analysis and Design (3)	
BSAD3527Business Communication (3)	
MGMT3628 Change Management (3)	
ACCT3629Cost Accounting (3)	
MGMT3630Investment and Analysis (3)	
BSAD3631Corporate Governance (3)	
MGMT4734Management Information Systems (3)	
MGMT4836Strategic Management (3)	
MGMT4837Production & Operations Management (3)	
MGMT4838International Business Management (3)	
MGMT4839Project Management (3)	

Total Credit Hours: 123

COURSE DESCRIPTION

ACCT ACCOUNTING

ACCT1101 Financial Accounting (3)

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

ACCT1207 Managerial Accounting (3)

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

ACCT2313 Integrated Accounting (3)

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

ACCT3524 Financial Management (3)

ACCT3629Cost Accounting (3)

BS BIBLICAL STUDIES

BS1209 Biblical Introduction (3)

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

BSAD BUSINESS ADMINISTRATION

BSAD1106 Business Ethics (2)

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

BSAD2317 Business Law (3)

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

BSAD2421 Business Statistics (3)

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

BSAD3527Business Communication (3)

BSAD3631Corporate Governance (3)

ECON ECONOMICS

ECON1210 Pre-Calculus (3)

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

ECON2312 Business and Economic Calculus (3)

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

ECON2314 Micro-economics (3)

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

ECON2419 Macro-economics (3)

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

ENTR ENTREPRENEURSHIP

ENTR2418 Entrepreneurship and Business Practice (3)

This course is the study of the principle and practice of entrepreneurship. It will seek to develop students' awareness of the importance of entrepreneurship to the success of

companies and countries alike. They will acquire the necessary skills to create new business ventures and be provided with the knowledge to launch their own business with the greatest chance for success.

HM HUMANITIES

HM1101 Use of English I (3)

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

HM1207 Use of English II (3)

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

HM2314 Oral Communication (3)

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

HM3632Introduction to Spanish (3)

HRM HUMAN RESOURCE MANAGEMENT

HRM2422 Human Resource Management (Elective 3)

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

MGMT MANAGEMENT

MGMT1208 Principles of Management (3)

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

MGMT3525Organizational Theory & Behaviour (3)

MGMT3526Systems Analysis and Design (3)

MGMT4734Management Information Systems (3)

MGMT4836Strategic Management (3)

MGMT4837Production & Operations Management (3)

MGMT4838International Business Management (3)

MGMT4839Project Management (3)

MGMT3628Change Management (3)

MGMT3630Investment and Analysis (3)

MKTG MARKETING

MKTG2315 Principles of Marketing (3)

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

MKTG4839 E-Commerce (3)

PSY PSYCHOLOGICAL STUDIES

PSY1106 Introduction to Psychology (3)

This course will introduce students to the general principles of human behaviour and allow them to appreciate how it impacts on social and business relationships. The

course will cover approaches to the study of psychology, biological and development bases of behaviour, perception, personality, attitude, motivation and will assist students to distinguish between science and superstition that are so prominent in some cultural beliefs.

PH PHILOSOPHICAL STUDIES

PH3527Introduction to Philosophy (3)

CP COUNSELLING PSYCHOLOGY

CP2423Introduction to Counselling (3)

PS PRACTICAL STUDIES

PS2423 Work Experience (2)

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

SS SOCIAL SCIENCES

SS1103 College Orientation (2)

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

SS2421 Caribbean Family Life (elective 3)

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

SS2315 Introduction to Sociology (elective 3)

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

SS3642 Conflict Resolution (elective 3)

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

SS4733Social Psychology (3)

TECH TECHNOLOGICAL STUDIES

TECH1104 Computer Application (3)

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

CM CHRISTIAN MINISTRY

CM2419Christian Education (3)

CM3528Missions (3)

CM1208Principles of Leadership (3)

Appendix A: PROGRAMME OBJECTIVES AND COURSE MATRIX

	Programme Objectives	Course Matrix
Studer	nts will be able:	
1.	Develop strategic plans using marketing information	
2.	Understand the role of information technology systems (IT) in supporting business operations	
3.	Apply sound management principles of planning, organizing, coordinating, and decision making to business operations.	
4.	Learn how to solve organizational problems using human resources and management principles	
5.	Understand how to use data tools to gather business intelligence.	
6.	Proceed to use the information to make key operational decisions	
7.	Learn to apply critical thinking concepts	
8.	Develop the ability to apply financial management principles to ensure viability	
	Develop analytical, critical thinking, and interpersonal skills applicable to real-world problems.	
10.	Develop a foundation of business knowledge and technical skills	

that supports and facilitates life- long professional development.	
11. Use critical thinking, creative and logical analysis skills, strategies, and techniques to solve complex business problems.	
12. Implement and apply current technical solutions to business activities, systems, and processes.	