

Associates of Arts (AA) – Fall 2016 Onwards

The CICSC currently offers an Associate of Arts degree programme in Public Administration through the University College of the Cayman Islands. This programme is for the civil servant who is seeking to increase their competency levels.

Associate Programme Requirements

Required Course Groups

Business Communication	(listed below)	6 credits
Mathematics	(listed below)	6 credits
ICT Competencies	(listed below)	3 credits
Applied Competencies	(Project/Ind. Study)	3 credits
Elective CSC Competencies	(listed below)	12 credits
CSC Core Competencies	(listed below)	15 credits
ILM Programme	(listed below)	24 credits
Total Credits		69 credits

Business Communication (Choose from list below) 6 credits

WCSC	101	Report Writing	3 credits
WCSC	105	Basic Communication Skills for the Workplace	3 credits
WCSC	110	Advanced Communication Skills	3 credits
WCSC	200	Building Excellent Communication Skills	3 credits
WCSC	151	Public Speaking	3 credits
ENG*	101	College Composition 1	3 credits
ENG*	102	College Composition 2	3 credits
ENG*	150	Fundamentals of Speech	3 credits
ENG*	231	Business Communication	3 credits

Mathematics (Choose from list below) 6 credits

MAT	105	College Algebra	3 credits
MAT	111	Introduction to Statistics	3 credits
SCSC	99	Producing Graphs and Using Excel	0 credits
SCSC	100	Intro to Statistics for Managers Using Excel	3 credits
SCSC	200	Statistics for Managers Using Excel	3 credits
SCSC	300	Advanced Statistics for Managers Using Excel	3 credits

ICT Competencies (Choose from list below) 3 credits

ICSC	110	Microsoft Word, Excel & PowerPoint	3 credit
ICSC	105	Microsoft Outlook (inc. level 1, 2)	1 credit
COM*	110	Computer Applications in Business	3 credits

Applied Competencies 3 credits

Project or independent study approved by CSC and UCCI faculty that is relevant to the civil servants role.

Those classes marked with an * are classes that can be taken in the place of Civil Service College classes but paid for by the Civil Servant, not the Civil Service College. All other classes are free for civil servants.

Elective CSC Competencies (Choose from list below) 12 credits

ACSC	200	Accounting Principles for Non-Accountants	3 credits
ACSC	210	Intermediate Accounting Principles for NA	3 credits
ACSC	230	Intro to Cost and Management Accounting	3 credits
BCSC	201	Organisational Behavior	3 credits
HCSC	204	Training & Development of a Workforce	3 credits
HCSC	216	Introduction to Leadership and Teamwork	2 credits
LCSC	100	Spanish for Beginners	3 credits
MCSC	231	Introduction to Change Management in Gov.	3 credits
MKSC	100	Public Relations in a Government Agency	3 credits
BUS*	201	Principles of Business	3 credits
BUS*	205	Business Law	3 credits
COM*	224	Fundamentals of IT Law	3 credits
MGT*	201	Introduction to Management	3 credits
MGT*	260	Human Resources Management	3 credits
MGT*	231	Supply Management	3 credits
POL*	201	Introduction to Intl. Relations and Politics	3 credits
SCI*	210	Human Nutrition	3 credits
SOC*	202	Sociology, Change and Development	3 credits

CSC Core Competencies 15 credits

PCSC	200	Elements of Public Administration	3 credits
GCSC	200	History and Government of the CI	3 credits
ECSC	203	Ethics in Government	3 credits
MCSC	200	Project Management and Administration	3 credits
ECSC	210	Sustainable Dev. & Env. Management	3 credits

ILM Leadership & Management Programme 24 credits

Please note these can only be taken by Civil Servants if they are nominated by their Chief Officer or are the only remaining classes to finish for their Associate of Arts in Public Administration Degree.

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