

## Course Descriptions

### **ACSC 200 - Accounting Principles for Non-Accountants**

This Introductory course in accounting for non-accountant will provides an understanding of the basic principles of accounting as used in general business. The areas covered will provide a basis for a proper understanding of accounting in the business environment as well as the public sector; coverage will include but not be limited to the accounting information system, comprehensive financial statements preparation, and analysis.

*Credit Hours: 3      Prerequisite: None*

### **ACSC 210 - Intro to Cost and Management Accounting**

This course is a continuation of ACS 200 and focuses on asset valuation as well as liability and equity structure of a corporate entity. Coverage will include cash, receivables, inventory, property plant and equipment, current liabilities, long-term liabilities and common stock.

*Credit Hours: 3      Pre-Requisite(s): None*

### **ACSC 230 - Intermediate Accounting Principles for Non- Accountants**

This course in cost and management accounting introduces the basic to intermediate concepts in the subject area. The focus will be on the accountant's role in the organization in the organization for setting cost specifically in a service environment. Budgeting, forecasting, optimal decision-making, cost control will be essential aspects of this course. Throughout each segment of the course we will review pertinent sections of the Public Management and Finance Law 2005 (Revised) as it relates to our learning objectives.

*Credit Hours: 3      Pre-Requisite(s): None*

### **BSCS 201 - Organizational Behavior**

This course is designed to give students the basic knowledge of human behavior needed to provide a more effective organizational environment. The three basic elements of the class will be 1) the behavior of individuals in organizations, 2) group behavior in organizations, and 3) how these behaviors affect the overall performance of organizations. Particular emphasis will be placed on individual difference, attitude, motivation, job satisfaction, communication, leadership, stress, change, and organizational culture. Vigorous class discussions, along with group and individual projects, will provide the basis for the learning environment in the classroom. Get ready for an interesting and enlightening journey.

*Credit Hours: 3      Pre-Requisite(s): BCSC 201*

### **ECSC 201 – Ethics in Government**

This course is about moral competence in public life. It offers training in the specific skills and forms of analysis necessary for acting effectively and well in professional settings. Along the way, it demonstrates that a reflective, methodical approach to ethical questions in public life is both possible and desirable. The cases for discussion—situated in countries around the world—highlight different types of ethical demands that practitioners face.

*Credit Hours: 3      Pre-Requisite(s): None*

### **ECSC 210 – Sustainable Development & Environmental Management**

This course is about moral competence in public life. It offers training in the specific skills and forms of analysis necessary for acting effectively and well in professional settings. Along the way, it demonstrates that a reflective, methodical approach to ethical questions in public life is both possible and desirable. The cases for discussion—situated in countries around the world—highlight different types of ethical demands that practitioners face. This course invites students to understand and confront the environmental issues that are likely to affect the future and survival of most businesses. In other words, to envisage here and now a management practice and decision-making processes which incorporate the notions of recovery, recycling, reclamation, rationalization of renewable and non-renewable resources, intergenerational equity, etc.

*Credit Hours: 3      Pre-Requisite(s): None*

### **FCSC 100 - Finance for Non-Financial Managers (Module 1)**

This introductory module in Finance for Non-Financial Managers explores the elements of finance for civil servants. This is a basic course and will cover the budget process in the public sector as well as other areas relevant to finance in the government sector. Coverage will also include exposure to simple financial statements used in the government sector and key ratios.

*Credit Hours: 2      Pre-Requisite(s): None*

### **FCSC 102 - Finance for Non-Financial Managers (Module 2)**

The purpose of this course is to build upon competencies established in the introductory course for non-financial managers. The course will explore additional aspect of the budgeting process. Administration, forecasting as budgeting elements are just some aspects of this course. The course will exploit practical ways in which participants can contribute effectively to the financial process in the government sector.

*Credit Hours: 2      Pre-Requisite(s): FCSC 100*

### **FCSC 103 – Financial Mathematics**

This course provides fundamental quantitative skill building with Whole Numbers, Integers, Fractions, Percents, Rates, Proportions, and solving simple Algebraic

Equations. Emphasis will be placed upon developing problem solving skills, via translation of expressions and word problems, in a financial context. Examples of financial topics covered, among others, are: Trade and Cash Discounts, Markup and Markdown, Simple Interest and Simple Discount, Compound Interest, Future Value, Present Value, and Annuities.

*Credit Hours:* 3      *Pre-Requisite(s):* None

### **GCSC 200 - Introduction to Government and History of the Cayman Islands**

The course focuses on the history, economy, governmental structure, and processes of culture and social structure of the Cayman Islands. With such a focus as the centre of attention, the course begins with the location of Caymanian Society within the larger West Indian complex. Certain key concepts e.g. “frontier society”, “pigmentocracy” “ex-patriots” and voluntary colonialism” are introduced and defined and similarities to as well as differences other from West Indian territories are highlighted.

*Credit Hours:* 3      *Pre-Requisite(s):* None

### **HCSC 204 - Training & Development of a Workforce**

This course explores the current concepts based on research psychology and principles of adult education which help to explain “how people learn”; as well as examines the types of things that people can learn (ideas, facts, beliefs, skills, judgments; values; behaviors, attitudes, etc); it also examines the principles of adult education, the methodology of workplace training and the science of human development that affect the employee’s job performance. Finally the course teaches the best practices in talent assessment, talent development and employee on-the-job training including employee training needs assessment, evaluation of training effectiveness, measuring training impact, engineering job enrichment, designing career ladders & career paths, teaching employability skills, fostering empowerment and promoting employee satisfaction.

*Credit Hours:* 3      *Pre-Requisite(s):* None

### **HCSC 216 - Introduction to Leadership & Teamwork**

This course examines the leadership roles needed to make an organization successful; the course explores different leadership styles and their impact on organizational performance; examines various sources of leadership power & authority; analyzes the relationship between organizational structure (traditional hierarchy or bureaucracy, flat organizations and/or virtual organization, assembly line or industrial, collaborative or collective organizations(silos), military unit or teamwork, etc) and employee job performance as well as the prerequisite conditions to properly align organizational structure and organizational culture to meet the organization’s mission requirements.

*Credit Hours:* 3      *Pre-Requisite(s):* None

### **ICSC 99 - Introduction to Personal Computers**

By using a personal computer, you can accomplish many tasks that might be more difficult and time-consuming to accomplish on your own. Some of those tasks might include writing a letter, analyzing numeric information, or maintaining an updated list of client information; however, before you use a personal computer, you need to understand what it is and how it works. In this course, that's what you will do. Once you're comfortable with that, you will begin using your personal computer.

*Credit Hours: 0      Pre-Requisite(s): None*

### **ICSC 101 - Microsoft Office 2003 – Word**

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts to complex documents.

*Credit Hours: 1      Pre-Requisite(s): ICSC 99*

### **ICSC 102 - Microsoft Office 2003 – Excel**

In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data, as well as how to automate some common tasks, apply advanced analysis techniques to more complex data sets, collaborate on worksheets with others, and share Excel data with other applications.

*Credit Hours: 1      Pre-Requisite(s): ICSC 99*

### **ICSC 103 - Microsoft Office 2003 – PowerPoint**

You will create effective basic Microsoft® Office PowerPoint® 2003 presentations for delivery in front of an audience. In addition, you will learn to enhance presentations with features that will transform basic presentations into those with a powerful means of communication.

*Credit Hours: 1      Pre-Requisite(s): ICSC 99*

### **ICSC 105 - Microsoft Office 2003 – Outlook**

This course is the second in a series of three Microsoft Outlook courses. It provides you with the necessary skills to customize your Outlook environment, your calendar, and your mail messages so that they meet your specific needs. You will also learn how to track, share, assign, and quickly locate various Outlook items.

*Credit Hours: 1      Pre-Requisite(s): ICSC 99*

### **LCSC 100 - Spanish for Beginners**

This course is the first course in learning Spanish. The focus will be on general communication and writing skills.

*Credit Hours: 3      Pre-Requisite(s): None*

## **MCSC 200 – Project Management**

This course addresses the issues of Managing Projects. This course examines the criteria against which we make decisions and ways to measure the potential advantages and disadvantages of using the resources available to us. We will examine ways of evaluating projects in financial and other terms, and how to prepare a financial case.

## **MCSC 231 - Introduction to Change Management In Government**

The Cayman Islands Government (CIG) cannot stand still in the face of global change. Models are needed to face change and to plan for it. This course introduces three key models: John Kotter's Change Phases Model and his "Leading Change" ideas, Kurt Lewin's classic Unfreeze-Freeze-Refreeze approach, and a very different sort of change management called Appreciative Inquiry.

*Credit Hours: 3      Pre-Requisite(s): None*

## **MKSC 200 - Public Relations in a Government Agency (Level 1)**

Public Relations in a Government Agency is an introductory course into the field of Public Relations. It will detail the definition of Public Relations and the general need, effects and importance of Public Relations in Government Agencies. This course will expose students to Commissions and Agencies that influence how Public Relations in Government Agencies are done. The course will be a combination of interactive lectures and a practical exercise where student will be asked to make a presentation.

*Credit Hours: 3      Pre-Requisite(s): None*

## **PCSC 200 – Elements in Public Administration**

Public administrators are charged with the momentous responsibility for implementing public policies, an increasingly complex task in modern democratic societies. In this course, students will learn the basic principles and theories that guide public administration, some of the skills needed for effective public administration, and a good understanding of the role of public administrators in democratic governance. This course will provide a foundation in public administration and give all civil servants a better understanding of how our government works.

*Credit Hours: 3      Pre-Requisite(s): None*

## **PCSC 299 – Independent Project**

This course will serve those students who are in their final session of the AA Programme. A faculty member will be assigned to students who will help facilitate a session long project, working with the Civil Servant to identify and analyze issues within the service where they can put forth a proposal to better their department or other government owned organization.

*Credit Hours: 3      Pre-Requisite(s): 36 or more credit hours completed in CSC*

### **SCSC 99 – Producing Graphs and Using Statistics in Graphs**

For managers or those aspiring to acquire managerial decision making skills, several elementary statistical topics are presented in an applied context related to the following functional areas of business: accounting, finance, information systems, management, and marketing. Basic statistical excel functions will be used to organize data, summarize data and construct tables or graphs.

*Credit Hours:* 1      *Pre-Requisite(s):* None

### **SCSC 100 – Introduction to Statistics Using Excel**

Public administrators are charged with the momentous responsibility for implementing public policies, an increasingly complex task in modern democratic societies. In this course, students will learn the basic principles and theories that guide public administration, some of the skills needed for effective public administration, and a good understanding of the role of public administrators in democratic governance. This course will provide a foundation in public administration and give all civil servants a better understanding of how our government works.

*Credit Hours:* 3      *Pre-Requisite(s):* None

### **SCSC 200 – Statistics for Managers Using Excel**

For managers or those aspiring to acquire managerial decision making skills, several intermediate statistical topics are presented in an applied context related to the following functional areas of business: accounting, finance, information systems, management, and marketing. Basic statistical Excel functions will be used to compute difficult to calculate statistics, along with using Excel to generate any associated graphs.

*Credit Hours:* 3      *Pre-Requisite(s):* SCSC 100 (or Equivalent)

### **SCSC 300 – Advanced Statistics for Managers Using Excel**

For managers or those aspiring to acquire managerial decision making skills, several advanced statistical topics are presented in an applied context related to the following functional areas of business: accounting, finance, information systems, management, and marketing. Basic statistical Excel functions will be used to compute difficult to calculate statistics, along with using Excel to generate any associated graphs.

*Credit Hours:* 3      *Pre-Requisite(s):* SCSC 100 and 200 (or Equivalent)

### **WCSC 101 - Introduction to Report Writing**

This course spans 14 hours and covers the basic skills and strategies necessary for writing formal and informal reports. The focus will be on appropriate structure, relevant content and grammatical accuracy. Directions will be given for choice of title, introduction, and subheadings for reports generally and a business report specifically.

The goals are to enhance participants' competencies in writing reports for specific purposes using appropriate format, style, and language.

*Credit Hours: 3      Pre-Requisite(s): None*

### **WCSC 105 – Basic Communication Skills for the Workplace**

At the end of the training learners will be able to: Describe the components of communication. Identify the common forms of written and oral communication. Identify barriers to communication. Explain the legal and ethical dimensions of communicating. Communicate effectively in small groups. Explain the meaning and importance of nonverbal communication. Listen effectively.

*Credit Hours: 3      Pre-Requisite(s): None*

### **WCSC 110 – Advanced Communication Skills for the Workplace**

At the end of the training learners will be able to: Identify the major verbal and nonverbal barriers to communication. Communicate effectively in small groups. Specify the purpose of the message and analyze the audience. Plan, conduct, and participate in a business meeting.

*Credit Hours: 3      Pre-Requisite(s): None*

### **WCSC 200 - Building Excellent Communication: An Approach to Improving Reading, Writing and related skills**

This course strengthens students' reading and writing skills, with special reference to the major elements of Business Communications, and the attendant oral communication skills. It provides careful study of all of the important writing structures and their uses, by analysis of selected models. Therefore, it teaches students how to write more effectively and read more analytically; it uses classic workplace models as the bases for analysis and synthesis, and also exposes students to comprehension work based on readings that relate to the workplace, and its best values, ethics and goals. Further, it focuses specifically on Classic Paragraph Structure, and common writing structures and weaknesses, plus essential workplace writing and communication requirements.

*Credit Hours: 3      Pre-Requisite(s): None*

### **PCSC 102 - Critical Thinking**

This course explores the process and practice of critical thinking. Students are guided into clear, insightful, logical, and creative thinking. Concrete examples from students' experiences and contemporary issues are critiqued to develop analytical skills.

*Credit Hours: 3 Pre-Requisite(s): None*