CARIBBEAN NAZARENE COLLEGE

Quality, Holistic, Higher, Education in a Christian Environment

ACADEMIC CATALOGUE

2011-2013
Quality, Holistic, Higher Education in a Christian Environment
NOTICE OF DISCLAIMER

Caribbean Nazarene College makes every effort to keep its catalogues updated and accurate in order to provide general information. However, the College reserves the right to make necessary changes with regard to printed tuition, fees, program descriptions, schedules, and policies.

This document is supplemented by more detailed guidelines in the various administrative offices: Dean of Academic Affairs, Dean of Students, Bursar, Registrar, Enrollment Management Department, Student Council, Manual of the Church of the Nazarene, and documents of the Board of Trustees.
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Bachelor of Arts in Christian Education
Christian School Education

THEOLOGY

Diploma in Theology
Bachelor of Arts in Theology

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B.A. in General Studies as a Second Bachelor’s Degree
B.A. in General Studies Degree Completion Programs
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CONCENTRATIONS

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Children’s Ministry
Christian Education
Christian School Education
Management of Human Resources
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Psychology and Counselling
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BL Biblical Literature
CE Christian Education
CH Church History
DT Doctrinal Theology
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HR Management of Human Resources
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PH Philosophy
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PT Practical Theology
SC Science
SO Sociology

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CALENDAR 2007-2008

SEMESTER I 2007-2008

SUMMER MODULES
30 May   Indian Arrival Day Public Holiday
29-12 June   Module I
13- 27 June   Module II
Other Summer Modules
Dates to be announced

August
24   New Student Arrival Day
25   Returning Students’ Arrival Day; New Students’ Orientation and registration
27   Monday, Registration, 9:00-4:30 p.m.
27   Monday, Evening Classes Begin for Semester I, at 5:00 pm
28   Tuesday, Day Classes Begin
28   Tuesday, All-school Orientation, 5:00-6:45 p.m.
28   Tuesday, Evening Classes to be held at 7:00-9:00 p.m.
31   Friday, Trinidad and Tobago Independence Day Holiday

September
8    Saturday, All School Social
4    Tuesday, Prayer Time and Orientation for all Resident Students (time to be announced)
15   Saturday, New Student Orientation Tour
17-20 Spiritual Emphasis Week

October
5    Final Day to Drop Classes Without Academic Penalty
7    CNC Sunday
15-20 Mid-Term Week: End of First 7 Weeks
25   Open House to Prospective Students
29th - Nov.2 Week of Reading and Research

TBA Divali Holiday

November
26-30   Returning Students’ Pre-Registration for Second Semester
27   Tuesday, Bible Reading Concert, Chapel Hour

December
7   Graduation Fee Due
8-13   Final Examination Week
14   Christmas Social, 7:00 p.m.
14   Friday, Closing Chapel, 9:00 a.m.
21 Friday, Grades Due, 4:00 p.m.

SEMESTER II 2007-2008

January 2008 Modules
7-18 Module I
7-11 Continuing Education Seminar
21-1st Module II

February 2008
4-5 Carnival Monday and Tuesday
6 Ash Wednesday - Returning Students’ Arrival Day
7 Thursday, Registration, 9:00-12:30; 1:30-4:00
7 Thursday, All School Orientation 5:00-6:45pm
7 Thursday, Evening Classes Begin at 7:00-9:00pm
9 Saturday, Classes Begin, 8:00 a.m.
11 Monday, Classes Resume
16 New Student Orientation Tour
25-28 Spiritual Emphasis Week

March
14 Final Day to Drop Classes Without Academic Penalty
17-21 Week of Reading and Research
21 Good Friday Holiday
24 Easter Monday Holiday (Family Day)
24-29 Mid-Term Week: End of First 7 Weeks
31 Monday Spiritual Baptist/Lib. Shouter Public Holiday

April

TBA CETA DAY

CALENDAR 2008-2009

May
5-9 Returning Students’ Pre- Registration for First Semester
24-29 Final Examinations
29-30 Board of Trustees Meeting
29 Thursday, Grades Due for Graduands, 4:00 p.m.
29 Thursday, Graduation Rehearsal, Chapel, 7:00 pm
30 Friday, Final Chapel Service, 9:00 a.m.
30 Indian Arrival Day Holiday*
30 Friday, Graduation Service, Chapel, 7:00 p.m.
31 Graduation / All-School Banquet, 4:00 p.m.

SEMESTER I 2008-2009
SUMMER MODULES
2-13 June Module I
16-27 June Module II
(Other Summer Modules)
Dates to be announced

August 2008
22 Friday, New Student Arrival Day
23 Saturday, Returning Student Arrival Day; New student Orientation and Registration
25 Monday, Registration, 9:00-4:30 p.m.
26 Tuesday, All-School Orientation, 5:00-6:45 p.m.
26 Tuesday, Evening Classes Begin, 7:00 p.m.
27 Wednesday, Day Classes Begin
29 Friday, Prayer Time and Orientation for all Resident Students (time to be announced)
30 Saturday, New Student Orientation Tour
31 Trinidad and Tobago Independence Day Holiday

September
1 Monday, All School Social (Independence Public Holiday)
8-11 Spiritual Emphasis Week

October
5 Centennial Celebration for the International Church of the Nazarene
3 Final Day to Drop Classes without Academic Penalty
6-11 Mid-Term Week: End of First 7 Weeks
19 Open House to Prospective Students
27-1 Week of Reading and Research
TBA Divali Holiday

November
24-28 Returning Student’s’ Pre-Registration for Second Semester
25 Tuesday, Bible Reading Concert, 11:00 am

December
11 Thursday, Graduation Fee Due

6-11 Final Examination Week
12 Friday, Closing Chapel, 9:00 a.m.
13 Saturday, Christmas Social, 7:00 p.m.
17 Wednesday, Grades Due, 4:00 p.m.
SEMESTER II 2008-2009

January Modules
5-16 Module I
12-16 Continuing Education Seminar for Pastors
19-30 Module II

February 2009
6 Friday, New Student Arrival Day
7 Returning Students’ Arrival Day
7 Saturday, New Students’ Orientation and Registration 9:00am-4:00pm
9 Monday, Registration, 9:00-12:30; 1:30-4:00
9 Monday, Evening Classes Begin 5:00pm
10 Tuesday, Day Classes Begin
10 Tuesday, All- School Orientation 5:00-6:45pm
10 Tuesday, Evening Classes 7:00- 9:00pm
14 New Student Orientation Tour
23-24 Carnival Monday and Tuesday
25 Ash Wednesday- Classes resume

March
2-5 Spiritual Emphasis Week
13 Final Day to Drop Classes Without Academic Penalty
23- 28 Mid-Term Week: End of First 7 Weeks
31 Spiritual Baptist/Lib. Shouter Public Holiday

CALENDAR 2009-2010

April
6-11 Week of Reading and Research
10 Good Friday Holiday
13 Easter Monday Holiday (Family Day)

TBA CETA DAY

May
11-15 Returning Students’ Pre-Registration for First Semester
23-28 Final Examinations
28-29 Board of Trustees Meeting
28 Thursday, Grades Due for Graduands, 4:00 p.m.
28 Thursday, Graduation Rehearsal, Chapel, 7:00 pm
29  Friday, Final Chapel Service, 9:00 a.m.
29  Friday, Graduation Service, Chapel, 7:00 p.m.
30  Indian Arrival Day Holiday*
30  Graduation/ All-School Banquet, 4:00 p.m.

SEMESTER I 2009-2010

SUMMER MODULES
1-12 June  Module I
15- 26 June  Module II
Other Summer Modules
Dates to be announced

August
21  Friday, New Student Arrival Day
22  Saturday, Returning Student Arrival Day; New student Orientation and Registration
24  Monday, Registration, 9:00-4:30 p.m.
24  Monday, Evening Classes Begin
25  Tuesday, Day Classes Begin
25  Tuesday, All-School Orientation, 5:00-6:45 p.m.
28  Friday, Prayer Time and Orientation for all Resident Students ( time to be announced)
29  Saturday, New Student Orientation Tour
31  Monday, Trinidad and Tobago Independence Day Holiday
 31  Monday, All School Social( Independence Public Holiday)

September
7-10  Spiritual Emphasis Week

October
2   Final Day to Drop Classes without Academic Penalty
4   CNC Sunday
5-10  Mid-Term Week: End of First 7weeks
16  Open House to Prospective Students
26-31  Week of Reading and Research
TBA  Divali Holiday

November
23-27  Returning Students’ Pre-Registration for Second Semester
24  Tuesday, Bible Reading Concert,

December
11  Friday Graduation Fee Due
7-12  Final Examination Week
11  Friday, Closing Chapel, 9:00 a.m.
12  Christmas Social, 7:00 p.m.
16  Wednesday, Grades Due, 4:00 p.m.
SEMESTER II 2009-2010

January Modules
4-15  Module I
11-15 Continuing Education Seminar for Pastors
18-29 Module II

February 2010
5        Friday, New Student Arrival Day
6        Saturday, New Student Orientation and Registration 9:00am-4:00pm
8        Monday, Registration, 9:00-12:30; 1:30-4:00
8        Monday, Evening Classes Begin
9        Tuesday, Day Classes Begin
9        Tuesday, All School Orientation 5:00 -6:45pm
9        Tuesday, Evening Classes 7:00pm-9:00pm
20       New Student Orientation Tour
15-16    Carnival Monday and Tuesday
17       Ash Wednesday – Classes Resume
22-25    Spiritual Emphasis Week

March
12       Final Day to Drop Classes Without Academic Penalty
22-27    Mid-Term Week: End of First 7 Weeks
29       Week of Reading and Research Begins
31       Wednesday, Spiritual Baptist/Lib. Shouter Public Holiday

April
2        Good Friday Holiday
5        Easter Monday Holiday (Family Day)
6        Classes Resume
TBA      CETA DAY

May
10-14    Returning Students’ Pre- Registration for First Semester
22-27    Final Examinations
27-28    Board of Trustees Meeting
27        Thursday, Grades Due for Graduands, 4:00 p.m.
27        Thursday, Graduation Rehearsal, Chapel, 7:00 pm
28        Friday, Final Chapel Service, 9:00 a.m.
28        Friday, Graduation Service, Chapel, 7:00 p.m.
29        Saturday, Graduation/ All-School Banquet, 4:00 p.m.
30        Sunday, Indian Arrival Day
31        Monday, Indian Arrival Day Public Holiday
## CALENDAR 2010-2011

### Semester I

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### AUGUST

| 2 – 6 | Late Registration for Returning Students 9:00am – 4:30pm |
| 23 – 27 | New Students’ Registration                           |
| 27     | New Student Arrival Day                               |
| 28     | New Student Orientation/Returning Student Arrival Day |
| 30     | Regular Classes Begins                                |
| 30     | Add/Drop period begins                                 |
| 31     | Independence Day                                       |

### SEPTEMBER

| 2     | All School Orientation – 7:00pm – 8:55pm          |
| 3     | Resident Student Orientation                        |
| 10    | Add/Drop period ends                               |
| 13 – 16 | Spiritual Emphasis Week                           |
| 24    | Republic Day                                        |

### OCTOBER

| 10    | CNC Promotion Sunday                               |
| 18-23 | Mid Term Week                                      |

### NOVEMBER

| 1-3   | Registration for Returning Students: (South & Central only) |
| 1-6   | Week of Reading & Research                          |
| 8-19  | Registration for Semester II (Returning Students: Main Campus Only) |
|       | Divali Public Holiday                               |

### DECEMBER

| 6     | Graduation Fee Due                                  |
| 4 – 10 | Final Examination Week                              |
| 20    | Deadlines for Submission of Grades                  |
|       | End of Semester                                     |

### Semester II

#### JANUARY

| 3-12 | Registration for NEW Students Only                  |
| 3-14 | Module VI                                            |
| 8    | 60th Anniversary Celebrations Begins                |
| 10-14| Leadership Conference                               |
| 22   | New Student Orientation                             |
| 24   | Semester II Begins                                  |
ADD/DROP Period Begins
TBA All School Orientation
**FEBRUARY**
4 ADD/DROP Period Ends
14-17 Spiritual Emphasis Week
**MARCH**
7-8 Carnival Monday & Tuesday (No Classes)
9 Ash Wednesday – Classes Resume
14-19 Mid Term Examination
28-2 April Week of Reading & Research
30 Spiritual Baptist Holiday
**APRIL**
18 – 29 Registration for Returning Students
22 Good Friday Holiday
25 Easter Monday Holiday & CNC Family Day
**MAY**
9 – 14 Final Examination Week
20 Deadline for Submission of Grades
TBA Final Date for Chapel Service
17 Pre-Graduation Exercise
26-27 Board of Trustees Meetings
27 Baccalaureate Service for Graduates
28 Graduation Ceremony
30 Indian Arrival Day Holiday
End of Semester
**JUNE MODULES**
4 CNC Production
6 – 17 Module I
June 27–8 July Module II
**JULY**
11-18 Home Coming Celebrations
18 - 29 Module III

**CALENDAR 2011-2012**

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<td>2 - 5 New Students’ Registration</td>
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<tr>
<td>17 New Student Arrival Day</td>
</tr>
<tr>
<td>20 New Student Orientation/Returning Student Arrival Day</td>
</tr>
<tr>
<td>22 Regular Classes Begins</td>
</tr>
<tr>
<td>22 – 26 Add/Drop period</td>
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</table>
23 Resident Student Orientation
25 All-School Orientation – 7:00pm
31 Independence Day

**SEPTEMBER**
5 - 8 Spiritual Emphasis Week
24 Republic Day

**OCTOBER**  **CNC MONTH**
3 Registration BEGINS for Semester II (Returning Students)
10 - 15 Mid Term Week
15 CETA Day
24 - 29 Week of Reading & Research
   CAREER DAY (TBA)
   CARIBBEAN DAY (TBA)

**NOVEMBER**
18 Registration ENDS for Semester II (Returning Students: Main Campus Only)
TBA Divali Public Holiday

**DECEMBER**
5 - 10 Final Examination Week
9 Graduation Fee Due
10 Staff Awards & Dinner
10 End of Semester
23 Deadline for Submission of Grades

**Semester II**

**JANUARY 2012**
4 - 18 Module VI
9 - 13 Registration for NEW Students Only
12 New Student Arrival Day
9 - 13 Annual Leadership Conference
14 New Student Orientation
23 Regular Classes Begins
23 - 27 ADD/DROP Period Begins
26 All-School Orientation

**FEBRUARY**
6 - 9 Spiritual Emphasis Week
20 - 21 Carnival Monday & Tuesday (No Classes)
22 Ash Wednesday – Classes Resume

**MARCH**
12 - 17 Mid Term Examination
26 - 31 Week of Reading & Research
26 Registration BEGINS for Returning Students
30 Spiritual Baptist Holiday

**APRIL**
6 Good Friday Holiday
9 Easter Monday Holiday & CNC Family Day
13 Registration ENDS for Returning Students

**MAY**
3 Final Date for Chapel Service
7 - 12  Final Examination Week
18  Deadline for Submission of Grades
15  Pre-Graduation Exercise
24 - 25  Board of Trustees Meetings
25  Baccalaureate Service
26  Graduation Ceremony
30  Indian Arrival Day Holiday
End of Semester

JUNE MODULES
4 - 15  Module I
25 – 6th July  Module II

JULY
16 - 27  Module III
The Caribbean Nazarene College has evolved from the myopic, exclusive Bible School to be now the more inclusive, education provider in the Caribbean educational marketplace, committed to our mission “Quality, Holistic, Higher Education in a Christian environment.”

In the year 1926, the then leaders of the Church of the Nazarene in the Caribbean, the exclusively English Field, took cognizance of the great need for an institution to prepare men and women for the pastoral ministry primarily, hence, the genesis of Nazarene Training College (NTC) which opened its doors in January 1951. The curriculum having been expanded, but still pretty much exclusive to the theological track, the name changed from NTC to Caribbean Nazarene Theological College (CNTC). The eventual inclusive diversification warranted the current name of the institution CNC. This inclusiveness is now reflected in all facets of the colleges’ operations. Diversification of this nature must continue to ensure the competitiveness of CNC.

CNC has been accredited by the Caribbean Evangelical Theological Association (CETA) since 1996, registered with the Ministry of Science, Technology and Tertiary Education (MSTTE) since 2006, is currently a candidate for accreditation by the Accreditation Council of Trinidad and Tobago (ACTT) and is aspiring to full university status. Having stated all of the above, the theological emphasis of CNC has not been compromised. It is embedded in our mission statement, has been our ancient landmark, and shall be our major distinctive.

I implore you to come visit us on campus where nature at its best is realized.

God bless you.

Scoffield Eversley, Th.D.
President
MOTTO:      Our Utmost for His Highest

COLOURS:    Red and White

LOCATION:   The College is situated in the upper Santa Cruz valley in the northern mountain range of Trinidad. The beautiful 35-acre campus is at the end of Sam Boucaud Road out of Cantaro Village.

BRIEF HISTORY

Raymond and Ruth Miller, veteran missionaries of 19 years in Africa, founded Nazarene Training College. This institution began as part of the Trinidad District with invitations extended to the other two English-speaking Caribbean fields, Barbados and British Guiana. British Guiana had the honour of enrolling the first student on opening day–January 3, 1951.

At first, all students were enrolled in the Ministerial Diploma program, a three-year curriculum compressed into two calendar years in order to meet the pressing need for trained pastors.

In 1955, Rev. Prescott Beals, who had previously served in India, succeeded Rev. Miller as principal. Two years later, the College formed an Area Board and became an official school for Trinidad, Guyana, and Barbados. As the Church of the Nazarene expanded in the West Indies, other countries and districts have sent their first students:

1951  Curacao (Rosalva Gilbert)
1951  Guyana (Bernice Chance)
1951  Trinidad (Pearl George)
1953  Barbados (Eileen Squires)
1960  Tobago (Dolores Charles)
1970  U.S.A. (Karen Knox)
1971  St. Croix (Hugh Connor)
1972  Antigua (Clifford Warner sent by St. Croix)
1972  St. Vincent (Hamilton Pope sent by St. Croix)
1972  Grenada (Dawson Neckles sent by St. Croix)
1974  Jamaica (Mary Provost)
1976  St. Lucia (Victor Price)
1977  Bahamas (Jefferson Newton)
1981  Martinique (Georges Carole)
1987  Ethiopia (Konjit Abere)
DOCTRINAL STATEMENT

Caribbean Nazarene College is owned and operated by the International Church of the Nazarene. CNC stands firmly in the Wesleyan-Armenian tradition, unashamedly asserting that God is able in this day to give men and women holy hearts and to enable them to live holy lives in the midst of an unholy world.

Applicants who are not members of the Church of the Nazarene should be of the same theological persuasion or should not oppose the theological persuasion of the Church of the Nazarene.

The following is a brief summary of our essential beliefs:

We Believe: In one God—the Father, Son, and Holy Spirit.

1. That the Old and New Testament Scriptures, given by divine inspiration, contain all truth necessary to faith in Christian living.

2. That humankind is born with a fallen nature, and is, therefore, inclined to evil.

3. That those who die without acknowledging and receiving Jesus Christ as Lord and Saviour are hopelessly and eternally lost.

4. That the atonement through Jesus Christ is for the whole human race; and that anyone who repents and believes on the Lord Jesus Christ is justified and regenerated and saved from the dominion of sin.

5. That believers are to be sanctified wholly, after regeneration, through faith in the Lord Jesus Christ.

6. That the Holy Spirit bears witness to the new birth, and also to the entire sanctification of believers.

7. That our Lord will return, the dead will be raised, and the final judgment will take place.

(See Manual, Church of the Nazarene)
STATEMENT OF PURPOSE

Caribbean Nazarene College offers quality education in a Christian environment.

The College’s commitment to quality education can be seen in its emphasis of cultivating Christian leadership through academic excellence, spiritual development, community awareness, and steadfast loyalty to the principles of the Wesleyan holiness tradition in a Caribbean cultural environment.

The programs are designed to prepare persons for pastoral ministries and religious education in the local church and to prepare persons who desire to serve as Christian leaders in the church, their chosen careers, and religious and business organizations.

The College also strives to encourage lifelong learning for those in leadership and to enhance the ministry of those that are already in ministry or in full-time career positions by offering seminars, conferences, and workshops.

In 2007, the name of the College was changed to Caribbean Nazarene College. The Board of Trustees, composed of both ministerial and lay representatives from the West Indies, meets annually to review the past year and to set policies for the new.

ACCREDITATION

The program and curriculum have been modified over the years to keep pace with the needs of the Caribbean and the Church. The College is accredited by the Caribbean Evangelical Theological Association (CETA), which is an association recognized by the Accreditation Council of Trinidad and Tobago (ACTT). Online courses are in partnership with Nazarene Bible College, a U.S.A. accredited institution.

Currently, CNC offers the following resident programs:

1. Bachelor of Arts in Theology
2. Bachelor of Arts in Christian Education
3. Bachelor of Arts in General Studies
4. Bachelor of Arts in Social Work
5. Master of Arts in Counselling

The undergraduate degrees may be partnered with the following areas for a second concentration or major or minor areas of study:

- Biblical Literature
- Children’s Ministry
- Christian Education
- Music
- Management of Human Resources
- Psychology and Counselling
- Theological Studies
- School Education with emphases in: Early Childhood Education and Primary School Education
The College serves as a resource for continuing education events for pastoral ministries, and offers a certificate in all of the above areas.

Through the Decentralised Theological Studies (DCSP) program, CNC also administers extension programs throughout the Caribbean.

The following programs are offered by CNC through the DCSP program:

- Diploma in Ministerial Studies
- Diploma in Christian Education
- Certificate in:
  - Christian Counseling
  - Theological Studies
  - Biblical Studies
  - Christian Education
  - Christian Leadership and Management
  - Youth Ministries
  - Human Resource Management
  - Pastoral Ministry
  - Education Studies (Early Childhood Care & Education)
  - Education Studies (Primary Education)
  - Music Ministry
  - Christian Studies

The first Bachelor of Theology (Th.B.) degrees were conferred in 1974 through the affiliation of the College with Canadian Nazarene College. In 1990, the College received candidate status for accreditation from the Caribbean Evangelical Theological Association. After an inspection in 1993, the College was commended for having the best campus and physical facilities out of almost 60 Bible schools in the Association, for a strong and dedicated faculty, and for good student services. CETA granted full accreditation for the resident Bachelor of Arts and Diploma programs in 1996.

The first Bachelor of Arts degree in Theology and Management of Human Resources and certificates in Management of Human Resources were conferred in 2001. In 2001-2002, four new programs of study were initiated at CNC: the Bachelor of Arts in General Studies, the Master of Arts in Counseling, the online program, and the Psychology and Counseling major. In 2003, the Music Ministry major was reinstated.

The following have served as President of the College: Raymond R. Miller, Prescott L. Beals, Herbert A. Ratcliff, Wesley L. Harmon, Russell W. Brunt, Dennis H. Headley in absentia, Farrell Chapman, Ruth O. Saxon, Joseph P. Murugan, and Scoffield Eversley.

The first Caribbean national to serve as President was Dennis Headley (one semester, 1972). Eleven years later, Farrell Chapman from Trinidad accepted the post and served four years. Rev. Chapman’s tenure as
President ended prematurely when he died on August 1, 1987. In 1988, Joseph P. Murugan, Guyanese by birth, was elected as president and served for 10 years before retiring in June 1998. Scoffield Eversley from Barbados followed him in 1998.

HOLISTIC EDUCATION

In light of the statement of beliefs, CNC is committed to the holistic development of the student in the following four areas: content, competency, character, and context.

Content

Academically, CNC pursues the development of knowledge and skill necessary to "correctly handle the word of truth" (2 Timothy 2:15b, NIV), and an understanding of Christian theology (doctrinal, practical, and historical), as well as a broad range of subjects taught from a Christian perspective. A part of this preparation is to help the student apply academic truths to life experiences in a relevant way.

Ministerial courses focus on knowledge of the content of the Old and New Testaments, theology of the Christian faith, history and mission of the Church, interpretation of Scripture, doctrine of holiness and our Wesleyan distinctive, and the history and polity of the Church of the Nazarene. All students enrolled at CNC are required to take studies in the Old and New Testament and theology as part of their core subjects.

Other areas include Christian Education, Management of Human Resources, Music, Psychology and Counselling, social work, education, and content in core areas of general education.

Competency

The partnering of the College and the local churches offers opportunity to direct students in ministerial practises and competency development. Those students pursuing studies in Management of Human Resources, and Counselling emphases are partnered with organizations to assist in developing the necessary practical skills in those areas.

The faculty seeks to assist the student in the development of research skills and critical thinking for independent study and effective communication of ideas. CNC also endeavours to stimulate the student to be an active learner even beyond the formal educational setting.

Courses focus on skills in finance, oral and written communication, training, management, leadership, preaching, pastoral care, music, counselling, worship, evangelism, and Christian education and church administration.

Character

CNC is committed to the development of a well-rounded Christian personality—mentally, physically, spiritually, and socially. It is the privilege and responsibility of the student to be diligent in matters of personal devotion, prayer, reading and study of the Bible, and involvement in chapel and church. The effectiveness of these disciplines should be clearly evident in the character and lifestyle of the student.
Courses addressing the areas of Christian ethics, interpersonal relations, spiritual formation, values, human development, the person of the minister, servant leadership, and marriage and family dynamics are included.

**Context**

CNC is committed to facilitating the development of characteristics and skills necessary for students to become more effective and active Christian leaders and communicators of the Gospel, specifically in Caribbean cultures. Therefore, each student is expected to be actively involved in some form of ministry or involvement in organizations in Caribbean society pertaining to their area of study for the duration of their program at CNC.

Courses address the concerns of anthropology and sociology, cross-cultural communication, language study, cultural diversity, Caribbean thought and culture, missions and evangelism, comparative religions, and Christian ethics in the workplace.

The graph identifies the integration of the four (4) C’s: Context, Competence, Character and Content within CNC’s mission statement.
MEMBERSHIPS, RECOGNITION, AND ACCREDITATION

- Accredited by the Caribbean Evangelical Theological Association (CETA), the regional accrediting agency for evangelical theological education. (www.cetaweb.info) This association is a charter member of the International Council of Evangelical Theological Education (ICETE) of the World Evangelical Fellowship, which now encompasses eight regional accrediting agencies, including Africa, Asia, Europe, North America, South America, and the South Pacific.

- Accreditation recognized the Accreditation Council of Trinidad and Tobago (ACTT).
- Affiliated to Canadian Nazarene University College
- Officially recognized by the General Board of the Church of the Nazarene as a “U” University level school (Kansas City, Missouri, United States of America) www.nazarene.org

- Registered as an educational institution with the Ministry of Education of the Government of Trinidad and Tobago

- Creative Access Independent Study courses offered in partnership with the Institute of Theological Studies (Grand Rapids, Michigan, United States of America) to offer quality distance material. www.gospelcom.net/its

- Founding member of the Association of Caribbean Tertiary Institutions (ACTI), a regional association concerned with facilitating mutual support and collaboration among tertiary educational institutions in the Caribbean.

- Member of the Association of Tertiary Institutions of Trinidad and Tobago (ATITT)

- Partnered with Nazarene Bible College (Colorado Springs, Colorado, United States of America) in offering online courses. Nazarene Bible College is accredited by the Accrediting Association of Bible Colleges
- (1976), which is a member of the Council on Higher Education Accreditation (CHEA) and is approved by the United States Department of Education (USDE). www.nbc.edu

- Sponsored by the International Church of the Nazarene, and governed by a Board of Trustees drawn from districts across the Caribbean Region and South American countries of Suriname, Guyana, and Belize.

- Recognized as an approved ministerial training institution for pastors and laity in the Wesleyan Holiness Church of Trinidad and Tobago and the Christian Union Church of the West Indies

- Graduates of Caribbean Nazarene College with appropriate academic records have consistently been accepted at leading graduate schools, seminaries, and universities in North America for further studies.
JIM L. BOND
GENERAL SUPERINTENDENT IN THE CHURCH OF THE NAZARENE

Dear President Eversley:

Congratulations to you, the administrative team, faculty, staff, and students of Caribbean Nazarene College.

From your humble beginnings as a Bible training school, you have grown in stature and Kingdom significance. You have served God and the church in truly remarkable ways across the years. Your preparation of English-speaking ministers for the Caribbean Region has had an incredibly positive spiritual impact. Your commitment to educate both women and men who have been called of God to ministry is joyfully acknowledged. Countless lives have been touched with the holiness message through your alumni. Please know that the global Church of the Nazarene is proud of CNC.

It is also worth noting that you are not resting on the laurels of the past. I am informed that you are currently offering three different bachelor’s degrees and various ministerial preparation tracks, including extension programs. I commend you! Such innovation is essential in preparation of our future ministers.

May the blessed Spirit of Jesus, Lord of the Church, be recognizably present in all aspects of life on the campus of CNC.

Sincerely in our Lord,

Jim L. Bond
STUDENT LIFE

Student Life is under the general direction of the Dean of Students. General information concerning the various services and opportunities available in order to enrich and assist life for every student at CNC are listed below. Specific information is found in the Student Handbook that is distributed to new students at the beginning of the semester and in the financial section of this catalogue. Students are reminded that the *Manual* of the Church of the Nazarene is used as the major source for a definition of Christian standards of behaviour and attitude. Non-Nazarenes are asked to confer with the Chaplain or Dean of Students if there are questions or concerns.

RELIGIOUS LIFE

Spiritual development must be a priority at every stage of life. To assist in this area several opportunities are available for students.

Each semester, day and evening services are held for one week under the title “Spiritual Emphasis.”

Chapel services are conducted one days each week, and constitute the one activity in which the entire faculty and students regularly participate. One evening chapel service is conducted each week. Full-time day students are required to attend according to the Chapel Attendance Policy. Students unable to attend chapel on a regular basis must seek written approval from the Dean of Students.

Each class opens or closes in prayer or short devotional. A prayer room is provided in the college Chapel Complex for personal or small group use. In addition, the residents of each dormitory hold weekly devotional sessions.

The Spiritual Life Committee of the Student Council conducts regular activities, such as prayer breakfasts, prayer walks, prayer and fasting activities, and worship services in local churches.

Beyond the expectation of regular attendance at a local church, each full-time student is expected to be actively involved in some aspect of ministry throughout the period of study at CNC. Those enrolled in the ministry programs are required to report service activities. The Dean of Students, in consultation with the church leaders in various denominations, is available to assist students in finding a place of service.

RESIDENTIAL LIFE

On-campus housing is limited for both single and married students. New students are requested to apply early in order to secure housing.

All overseas students are required to live on campus. All unmarried full-time students are expected to live on campus, unless the Dean of Student Services Development grants special written permission.

Each dormitory room is furnished with a bed, desk and chair, mirror, and closet. Students should provide their own bedding and pillows, flat iron, and other personal items.
All students living in the halls can eat daily meals in the dining hall. The male and female halls have kitchens.

Apartments for married students are furnished with a stove, refrigerator, and minimum basic furniture. Tenants are responsible for providing such items as their own wares and linens and for paying utilities.

Hall and Apartment Policy
Items in need of regular maintenance or repair in apartments should be reported immediately to the Dean of Student Services Development who will make the report in writing to the Property Coordinator. However, any emergency situation should be relayed directly to the Property Coordinator. The student will inform the Dean of Student Services Development immediately after or inform the President’s office through the Executive Secretary, in cases where the Dean of Student Services Development is not accessible.

Apartments must be vacated at least two weeks after graduation. There will be regular charges for any extended time. However, no extended time will be allowed if the student’s account is in arrears. The total time which will be granted after the date of graduation is one month.

Halls of Residence
Students should make reports of items in need of repairs to the Head Residents who will inform the Dean of Student Services Development. He/she will inform the Property Coordinator in writing. All reports will be followed up with the Property Coordinator.

STUDENT GOVERNMENT

The Student Council (STUCO) is comprised of officers and representatives elected by the student body. The STUCO seeks to promote the interests of the students and serves as a liaison between students and administration. In cooperation with the Dean of Students, the STUCO plans and carries out programs for various aspects of student life such as sports, social, religious, and special events.

ADVISING/COUNSELLING

Academic advising. Students may be assigned to a faculty member for academic advising concerning study skills, time management, goal setting, values, and other adjustment challenges. In addition, the Dean of Academic Affairs provides assistance for students with regard to their course of study.

Counselling services. The Dean of Student Services Development and head residents in the halls are available to help students solve personal and social problems. In addition, the College Chaplain is available by appointment. Referrals to other Christian counsellors are also available as requested by students or faculty. A counsellor is also available on the campus.

Counselling Policy
Students who have to participate in the 16PF personality tests will receive their report from the College’s full time counsellor. Thereafter students will determine if they wish to attend counselling with CNC’s counsellor or contact an external counsellor. Students who opt to engage the services of the campus counsellor must make payments at the Business Office and take the receipt to the counsellor. The cost of the 16PF tests is $500.00TTD. The cost for each counselling session is $100.00TTD.
The 16PF test is compulsory for students enrolled in the following programme:
   Master’s Programme
   Social Work Programme
   Early Childhood Care and Education
   Psychology and Counselling – (must do three session of counselling before graduation).

Students who are enrolled in programmes at CNC which were not above listed, are required to participate in Exit Interviews. Prior to graduation all students will participate in an Exit Interview before a panel constituted by CNC. The purpose of the interview is to gain a perspective of the student’s development throughout their time at CNC, gain knowledge of the student’s intent and preparedness for the ministry, and give further advice and directions for career development.

**Please note:** the option to complete the 16PF along with the 10 session of counselling is opened to all students. But compulsory for the students in the programmes listed.

**COMPUTER SERVICES**

A limited number of computers are available for use by the students. Use of the computers for schoolwork should takes precedence over use for personal matters. If another student is waiting to use a computer for schoolwork, a student who has been occupying a computer for an extended period may be asked to relinquish the computer.

A computer-usage fee per semester (included in Library fee) will be charged to all students to cover use of computers in the Academic Computer Lab and the Computer Study Lab. Students are charged a printing fee and are responsible to provide their own paper or purchase from the institution, for printing. Limited quantities of paper are available from the office assistant at cost. The student should purchase larger volumes of paper at a local stationery store.

**HEALTH SERVICES**

Medical insurance is required for all full-time and resident students. A group policy is available with the school. All students must participate, unless proof of personal medical insurance is produced. Students are billed each semester for half the cost of the group medical insurance; the school subsidizes half.

Primarily, students are responsible for securing their own medication and medical services. Nursing consultation is available for those residing on campus. Medical grants may be available.

**STUDENT LOUNGE**

A lounge is provided for students in the J.P. Murugan Multi-Purpose Centre. The lounge is provided mainly to enhance social activities and fellowship among the students. The administration has approved the establishment of a limited medical centre.
CULTURAL OPPORTUNITIES

As a part of the cultural life of the college community, guest lecturers are brought to the campus for special chapel services or classroom demonstration. Vocal ensembles represent the College and hold religious services on and off campus. Music students present recitals as part of their program.

CODE OF CONDUCT

An organized community that is stable requires a combination of individual freedom with a set of standards that coordinate the group activities. Standards of conduct for the College are based upon the laws of Trinidad and Tobago local jurisdictions and upon the ideals of Christian holiness as presented by the Church of the Nazarene. The standards of conduct are derived from those established by the General Rules in the Manual of the Church of the Nazarene. Details of regulations are included in the student handbook issued to each student.

It is expected that each student will represent high Christian standards of honesty, courtesy, and morality. Obscene actions, language, and literature are not a part of the College ideal. The college policies and code of conduct are to be adhered to and upheld by all members of the CNC community. In dress and physical appearance, the College seeks practices that are in keeping with Christian modesty, simplicity, and appropriateness. CNC is a smoke and drug free campus. These ideals are intended not as boundaries to struggle against, but as portals to a way of life that is free and growing.

Dress Code

Shirts/Blouses – no halter-tops, tops with bare shoulders and spaghetti straps will be allowed in classes, library and the chapel services. Tops which reveal the breasts and the belly are not permitted.

Dresses and Skirts – casual dresses, skirts, and split skirts at or below the knees are acceptable. Dress and skirt length should be no shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses are not allowed in classes, the library and chapel services.

Pants – No short pant above the knee level worn by males or females will be permitted in class. The fashionable jeans with large holes and large splits in the legs will not be permitted in classes, the library or chapel.

GOOD CITIZENSHIP AWARD

To recognize exemplary Christian character and behaviour, four Good Citizenship Awards will be given at graduation time: one to a full-time resident graduating student and one to a full-time undergraduate student. In order to be eligible, the student must have been enrolled in one of the resident programs for the entire academic year (minimum total of 18 credit hours). One Good Citizen award is also give to each extension centre.

The faculty committee in reviewing reports from the Dean of Academic Affairs, Dean of Student Services Development, and Registrar determines candidates for the Good Citizenship Award according to the following:

a. Leadership ability
b. Sportsmanship
c. Cooperation
d. Academic standing
e. Faithfulness in spiritual matters, including chapel and church attendance
f. Faithful participation in service to the College

Final selection for the Good Citizenship Award is made by vote of the student body from the nominees approved by the President and the faculty committee.

The undergraduate recipients each receive a US $100 book scholarship. The allowance is non-transferable and is not given in cash. Undergraduate students must use the book allowance within four years and during their program of study at the College. The graduating student receives a tangible award in memory of CNC.

Community Award for the M.A. Student
The CNC Community Award is given to a M.A. graduating student in recognition of an exemplary community spirit. This student will be selected by the members of the M.A. graduating class of that year. The student selected must meet the approval of the Dean of Post Graduate Studies, the Internship Coordinator, the Dean of Academic Affairs and the Dean of Student Services Development.

The criteria observed are:-
1. Christian character and behaviour
2. Cooperation
3. Scholastic standing (GPA of 3.5 or above)
4. Attitude
5. Participation in CNC Community activities

The Doris Phillip Award
This award is given to the Valedictorian of the Master’s Graduating class.
FINANCIAL INFORMATION

Caribbean Nazarene College is a private, denomination-sponsored institution. Support is received from the government through the Government Assistance Tuition Expenses program (GATE), for citizens of Trinidad & Tobago.

FINANCIAL POLICY

- All full-time resident and regional students must deposit a minimum of half of the student’s bill at the time of registration for each semester. The remaining half is to be paid within three (3) months.

- ODL (Online and Distance Learning Programme) students, part-time students, special students, and those students taking modules are required to pay all charges and fees at the time of registration unless previous arrangements are made with the Accounts Office or President.

- A 10% discount is given for full cash payment to full-time resident regional students at the time of registration.

- All fees and charges stated in the catalogue are subject to change without notice.

- No student will be allowed to register for a new semester if an outstanding balance remains.

- No student will be allowed to take final examinations if an outstanding balance remains.

- Because of the costs involved (e.g., copyright costs, outsourcing teachers, online classes, etc.), there is no refund on dropped courses taken through ODL (Online and Distance Learning Programme).

- Students awaiting a financial decision are not fully enrolled and are not placed on the class roll and cannot attend classes unless the last semester’s account has been cleared and the current financial obligation has been fulfilled.

- No student will be allowed to participate in graduation exercises unless all financial obligations are met. No certificate or diploma will be issued, nor any copy of a transcript of grades (official or unofficial) will be available until the student’s account with the school is cleared.

ROOM AND BOARD POLICY

All overseas students are required to live on campus unless written permission to live off campus is received from the Dean of Student Services Development. Students are required to abide by the appropriate room/apartment policy as stated in the Student Handbook. Students are expected to furnish
their own blankets, spreads, linens, pillows, flat irons, and all other personal items. Those residing in the halls are responsible for the overall general cleaning of personal rooms, the lobby, restrooms, and surrounding area. The Head Resident will assign tasks.

Limited one- and two-bedroom housing is available on campus for married students. Married students' quarters are usually furnished with a stove, refrigerator, and minimum basic furniture. Tenants are responsible to secure other furniture, their own wares, pots, linens, bulbs, and other personal items. They are also responsible for payment of utilities.

A lease agreement with all terms and conditions stated must be signed. Tenants are not allowed to add or change locks or make extra sets of keys without permission from the Business Manager. One set of keys must remain in the office of the Dean of Student Services Development and one in the Property Coordinator’s office.

**Length of Stay on Campus**

Room and board charges are for specific time periods; the exact date of which will be announced each semester. An additional charge will be made for students who arrive before the stated opening date or stay beyond the closing date at the rates advertised. Students wishing to stay on campus during the holiday periods, or those having visitors on the campus as guests, are required to make prior arrangements with the Dean of Student Services Development.

**Boarding Plan**

Students who have visitors on campus are responsible for the cost of accommodation and meals consumed by their guests.

**Deposits**

A room deposit of $100.00 is required of each student living in the dormitory and is refunded when the room is vacated and satisfactorily passes inspection, and the student's bill is paid in full. Students are required to pay for any damage, other than ordinary usage, to furniture or fixtures.

A cash deposit equal to one month's accommodation fee is required of each student occupying a campus apartment. This is due at the beginning of occupancy. The deposit will be refunded only if and when an inspection of the quarters at the end of occupancy reveals that there are no damages to the apartment or its furnishings other than ordinary usage, and the student's bill has been paid in full. Accommodation fees are paid one month in advance.

A deposit will be required for each set of room keys. This is refundable upon return of the keys in satisfactory condition to the Dean of Student Services Development office. Students are not allowed to make extra key sets or add or change locks.

The College is not responsible for personal property damaged or lost in case of theft, fire, or natural disaster.
TEXTBOOK POLICY

Some textbooks are available on campus. These textbooks are purchased on a cash basis during the hours posted at the beginning of each semester. Purchase of textbooks found locally are the sole responsibility of the student.

WITC COOPERATIVE CLASS STUDENTS

Students enrolled at West Indies Theological College (WITC) may with the permission of the Academic Deans of both CNC and WITC take cooperative courses not being offered that semester at WITC. Such students will pay CNC tuition equal to the amount required at WITC. WITC students are not required to pay registration fees of CNC, but must pay any assigned lab fees. Students from other CETA membership schools may be awarded the same opportunity upon request.

If a course is offered as a module or CAP class, the student enters as a transient student and pays the regular tuition fees established by CNC.

WITHDRAWALS, COURSE DROPS, AND REFUNDS

If a student withdraws from a course or from school before the end of the semester, refunds will be dated as of the end of the week in which the request for withdrawal was received. Refunds are made on the following bases:

1. Registration, activities fees, and creative access course fees: no refunds.

2. Library, laundry, and board fees: pro rata adjustment on the unused portion as of the end of the week the student completes withdrawal at the Accountsoffice.

3. Tuition (non-CAP courses): 10% charge per week (i.e., attending class two weeks would result in a 20% charge and an 80% refund).

4. Room: for the student withdrawing within the first two weeks of a regular term, the refund is 75%; within the third and fourth weeks of a regular term, the refund is 50%; within the fifth and sixth weeks of a regular term, the refund is 25%. No refund will be made for withdrawal after the sixth week of a regular term.

All the above will apply to a short term or module course according to the equivalent number of class hours (e.g., a three-credit hour- class would receive a 75% refund after having met six class- hours).

No refund will be made in the case of students who are asked to leave the college because of a violation of rules or as a result of disciplinary action taken by the Student Affairs Committee or Academic Affairs Committee, except for boarding fees which have a pro rata adjustment on the unused portion as of the end of the week the student completes withdrawal at the business office.
A Scholarship Committee (the Dean of Student Services Development, Bursar, Dean of Academic Affairs and Registrar), meets each semester to award grants and scholarships. Students must apply each semester for financial aid. One application form, available in the Accounts Office, will be used to apply to all grants and academic scholarships. Further information may be requested for particular scholarships, e.g., Nazarene Missions International (NMI) or Hamlin Scholarship. A textbook list form should be attached when seeking funds for books.

Except for the New Student Academic Scholarship and the Academic Excellence Scholarship, no other scholarships and grants may be awarded without a new financial aid application on file each semester.

First consideration for aid will be given to eligible students whose completed applications have been received by the following dates:

August 31    Semester I
September 3  New student applications for Semester I
February 5   Semester II
February 8   New student applications for Semester II

Occasionally, donors—either individuals, church groups, or districts—send money to be awarded as scholarships. Unless such funds are marked for specific use, with the recommendation of the Administrative Council, the Scholarship Committee will disburse funds for the benefit of students. Occasionally, the Scholarship Committee may ask for further information from the student before making a final decision.

The following scholarships and grants are possible financial aid sources for assisting the student who qualifies, provided such funds are available:

**ACADEMIC SCHOLARSHIPS**

**Academic Excellence**

On the basis of academic performance of a student during the previous regular semester, a scholarship may be awarded as follows:

a. The student earning the highest grade-point average for the semester (minimum of 3.5) will receive a scholarship of $500.00.

b. Other students achieving a 3.5 or above will receive $400.00.

c. Students earning a grade-point average of 3.0 through 3.49 will receive a scholarship of $300.00.
The semesters for the academic year are June-December (Semester I) and January-May (Semester II). Grades received by the deadline dates as posted on the academic calendar will be considered for the Academic Scholarship. The posted Dean’s list is final.

The following guidelines, beyond academic performance, are used in determining the eligibility of a student:

a. Student received a passing grade in all courses attempted during the previous regular semester and has no pending incomplete grades.

b. Student maintained satisfactory attendance in all courses attempted in the previous regular semester.

c. Student maintained satisfactory attendance in chapel during the previous regular semester.

d. Student was enrolled as a full-time student status (12 credit hours or more) in the previous regular semester.

e. Student was not on disciplinary probation during the previous regular semester.

Dean of Academic Affairs Scholarship

This scholarship for selected students with specific financial needs is available through funds raised by the Academic Dean or members of the Scholarship Committee. Students must not be on academic alert, probation or disciplinary action.

Howard Hamlin Scholarship

This scholarship is given in honor of the memory of Nazarene missionary Dr. Howard Hamlin and the Division of World Mission of the Church of the Nazarene for ministerial/theology students of the Church of the Nazarene who maintain a satisfactory academic record. The final selection is made by the Division of World Mission, International Church of the Nazarene.

Nazarene Missions International Student Scholarship

The General Nazarene World Missions Society (now NMI) Council established and endowed a scholarship fund for students in World Mission regions in celebration of the 80th anniversary of NWMS in 1995. This scholarship is to assist needy ministerial students (Diploma or Bachelor of Arts in Theology or Diploma or Bachelor of Arts in Christian Education) in World Mission regions to complete their education as debt-free as possible, that they may effectively fulfill God’s calling to His ministry.

Funds may be granted to ministerial students for tuition, fees, books, and related educational expenses. The Caribbean Regional Scholarship Selection Committee will select names of candidates to send to the International Scholarship Selection for final selection. It is a reasonable expectation that the scholarship recipient will serve the Church of the Nazarene in some form of ministry for a minimum of one year for each year of assistance awarded.
Additional Scholarships:

Drs. Scoffield and Margaret Eversley Scholarship

Saul-Francis Scholarship

Victor and Lisa Reid Scholarship

GRANTS

Activities Grant

The Administrative Council may recommend to the Scholarship Committee names of deserving students to receive grants on the basis of offices held or functions performed for the benefit of the whole College community.

Church of the Nazarene Subsidy Grant

This 25% tuition and fee subsidy provided by the International Church of the Nazarene is available each semester to members of that denomination.

Medical Grant

Funds from this scholarship are used to provide a 50% subsidy for the Student Medical Insurance Plan. Students needing additional financial help due to medical problems, including dental and optical, have the possibility of further help from the Medical Grant fund. Requests should be made to the Administrative Council, which will be responsible for administering such funds when available.

Nelleen Price Memorial Book Grant

This textbook scholarship is available from a fund established by the Price family.

Pastors’ Children Grant

This 10% subsidy grant is allocated to dependent children (under 25 years of age at the beginning of each semester) of pastors in the Church of the Nazarene who are enrolled in an on-campus program full-time.

Ruth Saxon Scholarship Endowment

This endowment was established by the Saxon family to honor Ruth O. Saxon, who received the title of Faculty Emeritus (1954-1996) for her missionary service as faculty member, Academic Dean, and Acting President of CNC. It is administered through the International Church of the Nazarene.

Hillaby Church of the Nazarene Grant
Medical Grant

WORK SCHOLARSHIP

A specified number of jobs that are needed for the efficient running of the College are posted on the notice board one week before the start of the semester. These jobs are either janitorial or for monitoring specific areas.

Payment is made in the form of credit applied to the student's account. The average amount applied to a student’s account for a single work scholarship position may be limited to one-third of the total semester’s bill.

The Scholarship Committee is responsible for the allocation of all scholarships except scholarships given from the Dean’s List. Application for scholarships must be submitted to the office of the Dean of Student Services Development before the beginning of each semester.
ADMISSION TO COLLEGE

The purpose of Caribbean Nazarene College is to offer education of a holistic nature for those persons who desire to pursue education in a Christian environment. Our educational agenda prepares Christian leaders and others to serve within the church, Para-church organizations, businesses, and in other careers.

Non-Christian students must seek special permission from the President and the Admissions Committee before applying. Each case will be considered on its own merit.

Consideration is given to academic achievement and conduct consistent with the Christian values and moral principles of the College. By signing the application, the student commits herself or himself to abiding by the academic and lifestyle standards of the College upon enrollment.

GENERAL REQUIREMENTS

The following requirements as to academic qualifications and Christian experience are required of all applicants:

1. Applicants should give testimony to a minimum of two years Christian experience, preferably in relation to faithful attendance and service responsibility in a local church.

2. Applicants who are not members of the Church of the Nazarene should be of the same theological persuasion as the Church of the Nazarene or should not oppose the theological persuasion of the Church of the Nazarene and its ethical standards.

3. Applicants under the age of 18 must have parental consent.

BACHELOR OF ARTS PROGRAMS REQUIREMENTS

(Minimum Requirements)

Applicants for these degrees should have at least 5 Ordinary (O) GCE/CXC passes [grades A, B or C or General I, II or III (after June 1998)] or equivalent. A pass in English Language is compulsory. A person with only 4 passes may be accepted provided three are on the Advance (A) Level and one of the passes is in English. The Pitman Advanced Level English Language Certificate may be accepted in lieu of a GCE “O” level pass.

U.S. high school graduation with C or higher in English and at least a C cumulative average also fulfills entrance requirements. Passes in recognized high school equivalency examinations may be accepted.

Music Ministry Concentration
Applicants applying for a concentration in Music Ministry should have preparatory piano or keyboard or the permission of the Director of the Music Department.

DIPLOMA AND CERTIFICATE PROGRAMME REQUIREMENTS (Accredited)

(Minimum Requirements)

Four Ordinary (O) GCE/CXC passes [grades A, B or C, or General I, II, or III (after June 1998)], including English Language, are required. U.S. high school graduation with a C or higher in English and at least a C cumulative average also fulfills this requirement. Passes in recognized high-school-equivalency examinations may also be accepted.

The Pitman Advanced Level English Language Certificate may be accepted in lieu of a GCE “O” level pass.

DIPLOMA AND CERTIFICATE PROGRAMME REQUIREMENTS

(Minimum Requirements)

Any one of the following is required:

- Four Ordinary GCE/CXC passes, including English Language; or
- A high school graduation transcript with a C or higher in English and at least a cumulative average of C from a nation that recognizes its high school diploma as a minimum requirement to enter a university level institution; or
- Passes in recognized high-school equivalency examination

CERTIFICATE PROGRAMME REQUIREMENTS

(Minimum Requirements)

- Passes in recognized high-school equivalency examinations; or
- Minimum scores of 60% on the CNC entrance and 70% on the English section.

MATURE STUDENT ENTRY

The College desires to assist any person who testifies to a full-time call to Christian ministry; therefore, a limited number of students who do not have the prescribed academic qualifications may be allowed to enter an accredited ministerial degree or diploma program at CNC. Such a student must request mature status, be at least 30 years of age, and should give testimony to a minimum of two years Christian experience in relation to faithful attendance and service responsibility in a church at time of admission. Such persons are admitted into a program on probationary status, which will be reviewed at the end of the first semester. Normally, only those with a CXC/GCE pass in English or equivalency of an English pass may be considered for the Bachelor programs. Consideration will be given to those who hold a Diploma from CNC.
DEGREE COMPLETION PLAN FOR THOSE IN FULL-TIME MINISTRY

A person, who may or may not meet the admissions requirements, but has a non-accredited diploma from a now-accredited institution or has a two-year accredited diploma, may be allowed to enter a degree program at CNC. Such a person must have attained a minimum grade-point average of 2.0 during previous studies and must have five years of experience in pastoral or full-time Christian ministry experience. Normally, only those courses with a C or above can be transferred into a program. The applicant may be required to take additional English or research and writing courses or may be asked to offer evidence of research writing.

DEGREE COMPLETION PLAN FOR THOSE WITH PROFESSIONAL DIPLOMAS

A person who meets the admissions requirements and has a two-year professional diploma or certificate from an accredited or approved institution or a CETA member institution may be allowed to enter the Bachelor of Arts in General Studies program at CNC. Such a person must have attained a minimum grade-point average of 2.0 during previous studies. Only courses with a C or higher can be transferred. The Academic Dean or the Academic Affairs Committee has the final decision on which programs and courses may be transferred to the CNC transcript.

SECOND BACHELOR'S DEGREE

A person who has a first degree from an accredited institution may apply for admission as a second Bachelor’s degree student. Such a person must have attained a minimum grade-point average of 2.0 during previous studies. The person may be required to take additional English or research and writing courses and complete the biblical and theological core requirements. The person must take a minimum of 30 hours from CNC, complete all practicum or internship courses, and present a senior thesis project to receive a second Bachelor’s degree.
First Time CNC Student

Ordinarily, a traditional student should begin studies in Semester I (late August). While CAP students may begin any time during the year, it is advisable that all persons desiring to enroll in the College should contact the Director of Admissions well in advance of the time they wish to enrol.

- **Deadline for the receipt of applications to ensure placement for Semester I is June 31.**
- **Deadline for the receipt of applications to ensure placement for Semester II is October 30.**

The following steps and credentials are required of all applicants:

1. Fill out and send to the Director of Admissions an application form and two recommendations for admission to the College. These forms are available from the College.

2. Handwrite a one-page personal testimony of your salvation experience, your present relationship with God, and your present involvement in Christian service. This should be submitted with the application form.

3. Send with the application form certified photocopies of official academic achievement certificates (e.g. current studies/last school attended, GCE/CXC certificates, etc. Official Transcripts must be sent directly from the institution to CNC).

4. If necessary for entrance into non-accredited diploma or certificate programs, contact the Director of Admissions to sit the College Entrance Examination.

5. On the form provided, submit at registration adequate proof of sponsorship or financial support for the cost of schooling.

6. When possible, have a personal interview with the Director of Admissions or an Admissions representative.

7. Submit to the Director of Admissions the names, mailing addresses, and contact telephone numbers of the following non-family member references:
   - Your Pastor, District Superintendent, or church official
   - Former teacher, academic advisor, or Academic Dean, if transferring from another institution.
   - Professional colleague, co-worker, or supervisor
Alternative arrangements must be made if either or both of these persons are a family members or if the same person holds both positions. These persons will be sent a reference questionnaire to be completed and returned directly to the College.

8. Have a physical examination and return to the Director of Admissions a CNC Medical Examination Form and/or an Immigration Medical Form, which has been completed by an authorized medical doctor.

9. In the case of citizens of countries other than Trinidad & Tobago, complete and return the Student Permit application form to the Director of Admissions, along with the relevant fee.
10. Receive a "Letter of Acceptance" from the Director of Admissions. No student should arrive for enrollment or registration without this "Letter of Acceptance."

11. Notify the Director of Admissions after obtaining all necessary travel documents. Specific travel arrangements are the final responsibility of the student.

**Transient Student**  
* (Student enrolled in a non-CETA institution, Student Abroad Program)  

1. Submit a completed application form with a one-page handwritten testimony.

2. Provide adequate proof of sponsorship or financial support for the cost of schooling; a form will be provided. This will need to be submitted at registration.

3. Request an official academic transcript be forwarded directly to CNC from each college previously attended.

4. Submit an official “letter of good standing” from the institution currently being attended. The letter must be mailed directly to the Director of Admissions from the Academic Dean of the student’s present institution.

5. Have a physical examination and submit a CNC Medical Examination Form and/or an Immigration Medical Form, which has been completed by an authorized medical doctor.

6. In the case of citizens of countries other than Trinidad & Tobago, complete and return the Student Permit application form to the Director of Admissions, along with the relevant fee ($150 TT for CARICOM countries and $250 TT for others).

7. Receive a "Letter of Acceptance" from the Director of Admissions. No student should arrive for enrollment or registration without this "Letter of Acceptance."

8. Notify the Director of Admissions after obtaining all necessary travel documents. Specific travel arrangements are the final responsibility of the student.

**Regular Student Re-admit**  
* (Former CNC student not registered in the previous semester)  

1. Write a letter of testimony with your request to re-enter CNC. State what past difficulties were overcome to allow your re-entrance.
2. If you withdrew while on academic probation or disciplinary action, submit a letter from the Academic Dean or Dean of Students stating that you have met all requirements to re-enter.

3. Submit any new academic documents acquired since withdrawing from CNC.

4. Submit a letter from the Business Office stating that all outstanding accounts have been cleared.

5. Provide adequate proof of sponsorship or financial support for the cost of schooling; a form will be provided. This will need to be submitted at registration.

6. Submit to the Director of Admissions the names, mailing addresses, and contact telephone numbers of the following references:

   1) Your Pastor
   2) Your District Superintendent or Academic Dean, if transferring from another institution.

   Alternative arrangements must be made if either or both of these persons are family members or if the same person holds both positions. These persons will be sent a reference questionnaire to be completed and returned directly to the College.

7. In the case of citizens of countries other than Trinidad & Tobago, complete and return the Student Permit application form to the Director of Admissions, along with the relevant fee ($150 TT for CARICOM countries and $250 TT for others).

8. Receive a "Letter of Acceptance" from the Director of Admissions. No student should arrive for enrollment or registration without this "Letter of Acceptance."

9. Notify the Director of Admissions after obtaining all necessary travel documents. Specific travel arrangements are the final responsibility of the student. If needed, contact your district and/or the Director of Admissions for advice.

10. Submit a new medical history if the previous record has been on file beyond two years.

**IMMIGRATION POLICY OF TRINIDAD AND TOBAGO**

Although there are no persons considered “foreign” on the CNC campus by the College administration, faculty, staff, and students, the government of Trinidad and Tobago has specific guidelines for the College to follow in allowing international students to pursue their studies at CNC.

1. An International student must have a student permit on file in the Admissions office.
2. The students must give to the Director of Admissions copies of the bio-dated pages from their passport and their return ticket at registration.
3. A student who is no longer registered for either disciplinary, illness, or financial reasons, will be asked to pack personal items and will be taken to the airport to return home on the next flight from the time of the withdrawal.
4. If the student cannot carry all personal items immediately, an inventory will be made by the Dean of Students or the head resident.
NON-DECLARED STUDENT

A student not pursuing a degree, diploma, or certificate is limited to 9 credit hours before being required to apply for a program. Each student desiring to take courses must first seek approval from the Academic Dean or Registrar to enroll. The non-declared student must complete a registration card, application form, and pay the appropriate tuition and fees before the course begins. Full-time students and declared students receive first choice in classes which fill quickly.

WITC COOPERATIVE CLASS STUDENT

Students enrolled at West Indies Theological College (WITC) may with the permission of the Academic Deans of both CNC and WITC take cooperative courses not being offered that semester at WITC. Such students will pay CNC tuition equal to the amount required at WITC. Students are not required to pay registration fees of CNC, but must pay any lab fees and total CAP costs. If the course is not a scheduled cooperative class, the student enters as a transient student.

STUDENT FROM A CETA INSTITUTION

A student attending a CETA institution may enroll at CNC as a guest student by presenting a letter of authorization from the Academic Dean or Registrar of the other CETA institution. The student must pay all necessary registration, tuition, and lab fees before the course begins. The student is not limited in the number of hours taken at CNC.

ONLINE COURSES

A student desiring to take courses online should follow all the steps in becoming a full-time student and make an appointment with the Online Coordinator for academic advising. Although courses are taken through Nazarene Bible College, students must register through CNC to receive subsidy and credit.

GRADUATE PROGRAMS

Master of Arts in Counselling

A student pursuing a Master of Arts in Counseling should request the master’s program catalogue for information on requirements for admission, requirements for graduation, grading scales, course information, tuition fees, and other pertinent information.
STUDENT ORIENTATION

All new and returning traditional students are required to attend scheduled orientation sessions which are designed to acquaint students with the programs, procedures, and policies of the college and to relate pertinent information concerning opening semester events.

REGISTRATION

All students are to register for classes according to the published dates and times for registration. Those who attempt to register after the published time and date shall be required to pay a non-refundable late fee.

CLASSIFICATION OF STUDENTS

Students are classified at the beginning of the school year based upon three criteria: (1) the year of the student’s first matriculation, (2) credit hours and grade points accumulated, and (3) proposed date of graduation. The minimum requirements for the respective standings must be met at the beginning of the school year. Student activities and listing in College or student publications will be carried out in accordance with that classification. Students enrolled in the College are classified as follows:

**First Year:** Students who have met all entrance requirements and who are registered for one of the academic programs.

**Second Year:** Students having no less than 25 credit hours and 45 grade points at the beginning of Semester I.

**Third Year:** Students having no less than 58 credit hours and 116 grade points at the beginning of Semester I, and with reasonable assurance of fulfilling all requirements for graduation from a three-year diploma program by the following June, or who are being allowed to continue beyond the second year in one of the Bachelor programs.

**Fourth Year:** Students having no less than 92 credit hours and 184 grade points at the beginning of Semester I, and with reasonable assurance of fulfilling all requirements for graduation from a Bachelor program by the following June. Also students who are entering as second Bachelor students.

**Auditor:** Qualified persons or others approved by the Dean of Academic Affairs and the instructor of the course may audit courses if they complete the necessary registration forms and pay the required fee for each course audited.
Special: Any student not officially enrolled in a certificate, diploma, or Bachelor program: WITC cooperative class student, transient, CETA institution student, undeclared program student. Also, post-graduate students who desire to take additional class work but who are not necessarily pursuing another academic program. Students may or may not meet specific entrance requirements.

Special students may register for any courses for which they meet the individual course pre-requisites as noted in the course- description section of the catalogue. The non-declared program student is limited to 9 credit hours, after which the student must enroll in a program or receive written permission from the Academic Dean to continue.

GENERAL CERTIFICATE OF EDUCATION (GCE) AND CARIBBEAN EXAMINATION COUNCIL (CXC) CREDIT

GCE and CXC passes may be given some credit toward CNC programs, within the following framework:

1. Only GCE subjects for which students have received A, B, or C ratings are to be considered as passes. Only CXC subjects graded I, II, or III (after June 1998) on the General Proficiency standard are to be considered as passes.

2. In the diploma and certificate programs, a person having a pass in an equivalent subject may be given credit for the pass.

3. In the Bachelor of Arts program, a person having an advanced pass of C or above in an equivalent general core subject may be given credit for the pass if the person has already met the 5 subject pass.

4. The maximum credit allowable for an “O” level pass is 6 hours per subject. The maximum for an “A” level pass is 12 hours per subject. (Thus, if a person required to have 3 hours of electives has an English literature pass, the requirement is considered satisfied.)

5. No credit is given for “O” passes in the Bachelor and associate programs; these are considered preparatory.

ACADEMIC LOAD

The academic year is divided into two regular semesters of approximately 16 weeks each. Shorter terms within the regular academic year may be offered. The average academic load for all programs is 16-17 credit hours per semester. A credit hour represents one class period (55 minutes) per week for a regular semester. Courses offered in a short term normally meet an equal number of hours as if taken in a regular semester.

No student whose cumulative GPA is less than 3.0 may register for more than 18 credit hours in a regular semester or for more than 4 credit hours in a short term without the special permission of the Academic Dean. No student with a cumulative GPA of less than 2.5 will be allowed to take more than 15 credit hours without special permission from the Academic Dean. Students below 2.25 will not be considered
for such requests. No student will be permitted to register for any course if, in the judgment of the course instructor, the student lacks sufficient preparation to undertake the work.

Any certificate program student who does not have a CXC/GCE “O” level pass in English language at the time of registration may be required to do concentrated English language in the first year, with the aim of meeting the deficiency. This does not mean that all other subjects are excluded, but the number of other subjects allowed will necessarily be reduced. Bachelor students must have a CXC/GCE “O” level pass in English language to enroll.

A student must enroll for at least 12 credit hours each regular term in order to be considered a full-time student. However, a student will need to take more than a 12 credit hour course load per semester to graduate from any three-or four-year program in the stated time:

- B.A. in Christian Education  126 credit hrs.
- B.A. in General Studies    126 credit hrs.
- B.A. in Social Work        126 credit hrs.
- B.A. in Theology           126 credit hrs.
- Dip. in Christian Education  97 credit hrs.
- Diploma in Theology        97 credit hrs.

Students in diploma programs who find it necessary to earn a part or all of their expenses are encouraged to reduce their academic load accordingly. Any student who is employed for more than 15 hours per week should not register for more than 15 credit hours per regular semester without the approval of the Academic Dean.

While the College recognises the worth of extra-curricular activities and encourages student participation, each student is advised to evaluate personal involvement in such activities so as to conserve physical and spiritual health as well as academic proficiency. Any student on academic probation will curtail all extra-curricular activities until such time as the probationary status is removed.

The Dean of Academic Affairs in consultation with the Dean of Student Services Development will use discretion in determining the participation in such activities.

**CLASS SCHEDULE**

A schedule of classes and final examinations is published each semester. The College reserves the right to cancel a class and to make necessary changes in schedules, assignment of faculty members, and programs.

Classes are scheduled Monday through Saturday, 8:00a.m. - 10:00p.m. No classes are scheduled for Sundays.

No school-wide activities are to be scheduled during day class hours or on the reserved study and class nights without prior approval by the Dean of Academic Affairs.

**CLASS ATTENDANCE**

The development of good habits confirming Christian character and a sense of Christian commitment implies that each student is responsible to attend class. This responsibility is intended to include
participation in class discussion as well as attendance at class lectures and the completion of course requirements. An absence is the equivalent of one class hour (55 minutes); three tardies constitute an absence. **Excused absences** (with permission to make up class work) will be granted in the following cases; however, more than three of these absences (that is, three hours) will require a special ruling from the Dean of Academic Affairs. **Written application for an excused absence must be presented to the Dean of Academic Affairs within two school days of the class missed.**

1. Admittance to a hospital or confinement to one’s dormitory or home. More than three absences for the same illness will require approval by a doctor.

2. Serious emotional illness, verified by the Dean of Student Services Development, who will issue a statement to the Dean of Academic Affairs.

3. Group absence for academic events previously approved by the Dean of Academic Affairs. Student lists will be prepared by the appropriate faculty sponsor, given to the Dean of Academic Affairs, and distributed to the instructors.

4. Death of a family member or hospitalisation of an immediate family member.

5. Very unusual circumstances as evaluated by the Dean of Academic Affairs.

**Unexcused absences** are permitted (with permission to make up course work at the discretion of the instructor) within the limits of one fifty-five minutes period per credit hour of the course (that is, a 1 credit hour course is allowed a maximum of 1 unexcused absence; a 3 credit hour class is allowed a maximum of 3 unexcused absences). Cuts are designed for such reasons as travel difficulties, conflicting schedules, oversleeping, minor sickness (e.g., headaches, cold) and doctor or dentist appointments. When a student enrolls in a course after the semester has begun, each session missed should be considered an unexcused absence which is not to exceed the maximum number with no additional penalty.

**Tardiness** is defined as time not present in the classroom. Anyone arriving after the scheduled class meeting time, or leaving during or before the class is dismissed will be considered tardy. A student must be in the class a minimum of 35 minutes for a 55 minute class, and 70 minutes for a 110 minute class, in order to be counted present. Being tardy three times constitutes an unexcused absence.

**Excessive absences** from class will affect the performance of the student and may adversely affect the final grade. Should excessive absences occur, a credit hour penalty will be applied, thus increasing the number of credit hours needed to graduate. An instructor may also determine in each course syllabus grade penalties for unexcused absences.

A student who has been absent from one-third (1/3) or more of the class sessions is considered as having failed the course and is suspended from it. If there are unusual circumstances, the student may appeal to the Academic Affairs Committee, and may continue to attend class until that committee has rendered its decision.

Protracted absence does not constitute a withdrawal and will be treated as a failure in the course.
Absence from a previously announced or scheduled test, project, presentation, or examination will require consent of the instructor and written permission from the Dean of Academic Affairs before the assignment may be made up. A fee in cash payment will be required before the make-up, which may be waived in the case of unavoidable circumstances, for examinations taken before or after their scheduled time.

ATTENDANCE POLICY FOR ONLINE COURSES
Students are required to participate in the virtual classroom at least five out of seven days each week. Any absences may result in the loss of points as detailed in the class syllabus. If a student does not attend class within the first three days of class, he/she will be dropped from the class.

Two missed required days of participation in any given week or four missed required days of participation during the six week course will result in the reduction of one grade step (e.g., “B” to “B-”). No credit and a grade of “F” will be given after a student misses more than a total of nine required days of participation in a class, or if a student fails to participate in any given week.

CHAPEL ATTENDANCE
Chapel services are regarded as central in the spiritual life of the College and constitute an activity in which the College personnel–administration, faculty and students–may participate. The services are conducted two times per week. In addition, one week per semester is designated as Spiritual Emphasis Week. Night classes are dismissed in order that students may attend. Students are expected to attend all chapel and special services, and attendance is checked each time. Students attending module courses are required to attend chapel services scheduled during the module sessions.

ACADEMIC DISCIPLINARY POLICY
Academic honesty is expected of all students. It is an integral part of the educational process where learning takes place in an atmosphere of mutual trust and respect. Each student is responsible to maintain high standards of academic ethics, personal honesty, and moral integrity. It is impossible to list every action that would be considered inappropriate; therefore, the recommendation of the faculty is based upon such basis as classroom rules or syllabus or understanding, announcements, student’s difficulties, CNC policy and guidelines, CNC catalogue, the Manual of the Church of the Nazarene, laws and regulations of Trinidad and Tobago and all other documents that guide our policies.

Disciplinary reports are carried over from semester to semester, from year to year in order to assist students who may be developing inappropriate behaviour patterns, e.g., a second or third report may be in a different semester than the first report, may be filed by a different person, or may be a different infraction from the infraction listed in the previous reports.

Individual students will be notified that a report has been filed. Infractions of this policy will be dealt with fairly and firmly. Even though a student be unaware of a particular policy or guideline, the student is still held responsible for guidelines in printed documents or common knowledge rules.
Examples of infractions of this policy are:

1. Plagiarism—e.g., using web material, books, and other sources or another person’s statements as one's own thoughts without giving appropriate credit or using a large percent of another person's writing in a short paper.
2. Cheating on an exam or major project.
3. Unauthorised multiple submission of papers.
4. Submitting for credit a borrowed or purchased paper.
5. Defacing or unauthorised removal of materials either from the classroom, computer rooms, library, offices, or other academic settings.
6. Inappropriate use of computers and web sites in the Academic Computer Lab.
7. Dishonesty in reporting reading or study-hall records.
8. Inappropriate behaviour or disregard of rules in academic settings (e.g., computer lab, offices, library, classroom, forum, or other academic settings).

For any of the above types of infractions, the following levels of penalties may apply:

1. **First Report**: may result in any one or more of the following (teacher/administrative options) depending on the severity of the action:
   a. Rewrite paper
   b. Failing grade on paper or exam
   c. Warning and name sent to Academic Dean (may be asked to appear before the Academic Dean or other administrative personnel)
   d. Replace or pay for materials
   e. Fine
   f. Loss of library privileges
   g. Severity of the action moves the report to the level of a second or third report.

2. **Second Report** (from the same or different source; same teacher/administrative options apply as in number one):
   a. The student appears before the Academic Dean or other administrative personnel.
   b. Student may be asked to appear before the disciplinary committee
   c. A written notice of academic warning is issued, copied to the Academic Affairs Committee, and placed in student’s file.
   d. Severity of the action moves the report to the level of a third report

2. **Third Report** (from the same or different source): The student appears before the Academic Affairs Committee which will administrate discipline from one or more of the following:
   a. A failing grade for the course
   b. Academic probation
   c. Suspension or Dismissal from the College
   d. Academic credit-hour penalties (student must take extra credit hours to graduate)
   e. Student may be asked to appear before the disciplinary committee

Appeals may be expressed by means of a written letter to the President.
STUDENT INTERVIEWS

Students are usually interviewed annually by the President or the Faculty. The interviews are intended to provide a periodic review of a student’s character and academic standing. The objectives of the interviews are:

1. To help the faculty understand the personal, spiritual and academic background and development of the student.

2. To assist the student in evaluating and setting personal goals in spiritual and academic life.

3. To offer further assistance through follow-up counseling or academic advising.

If deemed advisable, the President or the Faculty may recommend counseling, changing programs, taking a smaller course load, or withdrawing from the College until evidence of deficiencies have been corrected.

GRADING AND EXAMINATIONS

For the calculation of scholarships, academic progress and honors, letter grades are assigned grade point equivalents. All one credit hour courses will receive a pass/fail (P/F) or satisfactory/unsatisfactory (S/U) grade. A student may appeal their grade to the Faculty. In the event where the student is not satisfied with the final grade from the Faculty, the student can make an appeal to the Dean of Academic Affairs for a second marker. The second marking will be the final grade.

The grades S, U, W, F, and P are not given any grade points, nor are credit hours for which these grades are assigned included in calculating grade point averages.

The following grading system, with designated grade points per credit hour, is used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>Exceptional work: surpassing achievement of course objectives</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Very good work; substantial achievement of course objectives</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Commendable work: essential achievement of course objectives</td>
</tr>
<tr>
<td>C-</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Minimal work: marginal achievement of course objectives</td>
</tr>
<tr>
<td>D-</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure: unacceptable work</td>
</tr>
</tbody>
</table>
COURSE GRADE SCALE

A   96-100  4.0  SUPERIOR
A-  91-95    3.7
B+  86-90    3.3
B   81-85    3.0  GOOD
B-  76-80    2.7
C+  71`-75   2.3
C   66-70    2.0  SATISFACTORY
C-  61-65    1.7
D+  56-60    1.3
D   51-55    1.0  POOR
D-  46-50    0.7
F   LESS THAN 46  0.0  FAILING

Explanations of Markings on Transcripts and Reports:

F  Failing work: any course in which an F is received may be re-taken, but the failure remains on the permanent record. A student may receive an F if he or she did not formally withdraw from a class. If the course is re-taken, the higher grade is used in computing the GPA subsequently.

H  Audit work: a neutral grade assigned only when the auditor has been in regular attendance. Otherwise, a note of non-attendance will be made on the transcript.

I  Incomplete: a temporary grade given students doing passing work but who for some unavoidable reason are unable to complete course requirements before semester-end. Incompletes may be granted only by the Academic Dean upon the recommendation of the instructor in whose course the student has been unable to complete some major requirement due to illness or other emergency.

The instructor shall compute whatever grade the student has earned thus far, counting the unfulfilled portion as zero (0). The grade recorded would be I plus whatever the grade the student has fulfilled (e.g., in the case of a student who has a C average for the semester, including an unfinished project graded as 0, the grade recorded would be I-C).

If the incomplete portion of the course is not completed within the 4 weeks stated period, the I is automatically dropped and the letter grade remaining becomes the permanent grade. The grade cannot be changed after the four week period.

IP  In Progress: a temporary grade given for a course which may stretch over the course of two semesters. In such cases, an IP rather than a letter grade is given on a grade card. No IP will appear on a final transcript. If a course is not finished within the next semester, the grade is recorded as an F. Normally, only CAP (Creative Access Program) courses or practicums or internships may receive an IP grade.

P  Pass: satisfactory work; credit hours earned.
S  Pass: satisfactory work; credit hours earned.

U  Failure: unsatisfactory work; no credit hours earned.

WP  Withdrew passing: student was passing at the time of withdrawal within the first 6 weeks of a regular semester.

WF  Withdrew failing: student was failing at the time of withdrawal within the first 6 weeks of a regular semester.

Any withdrawal after 6 weeks automatically receives an F grade. Exceptions to this may be made by the Academic Affairs Committee under unusual circumstances.

The following pattern is observed in the designation of Creative Access Programme (CAP) courses and may be included with the course number on the transcript:

- **C** the course is an ITS cassette/cd course
- **E** the course is taken by examination
- **I** the course is taken by Internet access
- **O** the course is taken Online
- **P** the course is given through Prior Experiential Learning
- **T** the course is taken with a tutor
- **X** the course is taken by directed study.

**FORCED WITHDRAWAL**

An instructor may, with the approval of the Academic Dean, drop from a class any student who shows marked delinquency in attendance, who neglects class work, or who proves incompetent to pursue the work of the course. The grade will be recorded according to the above grading policy.

**ABSENCE FROM EXAMINATIONS AND EVALUATIONS**

The number of examinations and other evaluations in a given course is determined by the individual instructor according to the nature and content of the subject matter. Most of the courses are such that midterm and final examinations are given. Weekly or periodic tests may also be used to determine the student's progress. All final examinations must be taken when scheduled unless there is a valid excuse (e.g., illness).

Absence from a previously announced or scheduled test, project, presentation, or examination will require consent of the instructor and written permission from the Dean of Academic Affairs before the assignment may be made up. A fee of $33.00 in cash payment will be required before the make-up, which may be waived in the case of unavoidable circumstances, for examinations taken before or after their scheduled time.

Such permission should be sought in advance, where this is possible, or as soon after the examination as possible. The same rules apply if the student needs to take an examination early.
ACADEMIC GRIEVANCE POLICY

Students with grievances or problems with the way a particular course is conducted and how their grades are assigned should first seek a solution with the instructor of the course. If a satisfactory solution is not reached, the student should ask the Dean of Academic Affairs to help solve the problem. The Dean will schedule a meeting with the Faculty, the student concerned, the Student Body President and the Dean of Student Services Development to address the matter. If there is still no satisfactory solution, the Dean of Academic Affairs will refer the matter to the Academic Affairs Committee or the President as an appeal.

GRADE POINT AVERAGE

Two grade-point averages are calculated for each student at the end of each semester: (1) a grade-point average for the semester (GPA) and (2) a total grade-point average in an academic program (cumulative GPA). A student’s GPA is determined by dividing the total number of credit hours taken into the total number of grade points earned. Thus, to maintain a GPA of 2.0 (a C grade), a student must have earned twice as many grade points as the credit hours of work attempted.

A student must maintain a cumulative GPA of 2.0 (a C grade) in any program to be considered doing satisfactory work.

DEAN’S LIST

All full-time students who earn a GPA of 3.35 or above are placed on the Dean’s List which is calculated at the close of each regular semester. The semesters for the academic year will be June-December (Semester I) and January-May (Semester II).

Grades must be received from the faculty member by the deadline dates as posted on the academic calendar each semester for students to be considered for the Dean’s List.

FACULTY GRADING SYSTEM

Each faculty member has the freedom to choose any percentages and equivalent letter grades necessary for marking classroom papers, examinations, and other course requirements according to the nature and content of the subject matter.

Each class syllabus includes the marking system for that particular course; however, all final grades for a course are standardized according to the grading system listed in the College catalogue.

ACADEMIC PROBATION AND SUSPENSION

Probation: A student is placed on probation and required to attend academic study hall (LA 070) at the conclusion of any term in which the required semester and/or cumulative GPA is not attained. In addition, a student may be placed on academic probation for other reasons (e.g., lack of discipline in study skills, interference of extra-curricular activities, lack of competence to continue studies, or because of the report of academic offenses). Students on academic probation are required to have written approval of the Academic Dean before they are allowed to register.
Any student on probation will be restricted from participation in extra-curricular activities and will be required to review employment hours with the Dean of Academic Affairs. No student on academic probation will be allowed to fill any major office. Students must have a 2.5 average to be approved for election to major offices. Students serving the College as official representatives must not be on academic probation.

**Continued Probation:** Students who have achieved the minimum GPA during a semester of probation but have not yet attained minimum cumulative GPA are on continued probation. The same requirements and restrictions of first-semester probation apply to those on continued probation.

**One Semester Academic Suspension:** Failure to raise one’s cumulative grade-point average to the required level or higher by the end of the second regular semester on probation, or the failure to make a substantial reduction in grade-point deficiencies while on probation, will be cause for one academic semester suspension from the College.

**Re-Admission:** The Admissions Committee will consider application for re-admission to the College after academic suspension only if re-admission is warranted by exceptional circumstances and reasonable grounds are given for an expectation that the student can remove grade-point deficiencies within one regular semester. No application for re-admission will be considered until the passing of one regular semester after academic suspension.

A student may be required to attend tutoring or counseling sessions during the suspension period.

**Right to Appeal Suspension:** If there were extenuating circumstances (serious or long-term illness or family emergency) during a semester previous to suspension, a student may appeal in writing to the Academic Affairs Committee for a waiver of suspension. The extenuating circumstances and their probable solution should be documented in writing by someone such as a doctor, pastor or appropriate College official.

If a waiver is granted, failure to maintain the minimum GPA of 2.0 in the semester in which the waiver is granted or any subsequent semester prior to being removed from probation automatically moves the student to a suspension designation.

**COURSE CHANGES AND WITHDRAWALS**

All adjustments of academic schedules must be made through the registrar’s office. There will be a fee of $8.00 TT for each change of course after the first week of each regular semester, and after the first class day of each short term. In addition, full tuition will be charged for a course being added.

No course may be added later than the second week of a regular semester or the second class-day of a short term. An earlier closing date may be determined by an instructor for a particular course. Courses dropped after the end of the second week of a regular semester and after the second class-day of a short term must be recorded as WP (withdrew passing) or WF (withdrew failing). Courses dropped after the sixth week of a regular semester or the equivalent hours in a short term will automatically be recorded as F. In such cases, the F may be commuted to a WP or WF only by action of the Academic Affairs Committee.
Students who for any reason consider withdrawing from the College must indicate their intention to withdraw in writing to the Registrar and complete the required withdrawal procedures. A student’s financial responsibility to the business office continues until withdrawal has been cleared with the Registrar.

COURSE REPEAT POLICY

Students may repeat courses if the second course is equivalent to the first (Where a student is receiving GATE, it will be applicable for the course being repeated). The original grade remains on the transcript. The most recent grade will be used in computing the cumulative grade point average. A **failed course or a course retaken to raise a grade may not be repeated by directed study.**

Credit hours count only once toward graduation. Tuition must be paid for repeated courses.

CHANGES IN PRINTED COURSE SYLLABUS

Each faculty member has the right and freedom to change the course syllabus when the change is in the best interest of the majority of the students’ educational experiences and the execution of the course objectives. Such changes may include, but are not limited to the substitution of a test or paper by a project of equal weight; change in textbooks if the planned text is not available; change in assignments based upon changes in the calendar; unexpected illnesses; unavailability of a guest lecturer or material; lack of electrical power; or unavailability of audio visual material, equipment, or teaching tool. The Dean of Academic Affairs should approve any changes, and a new syllabus **WILL** be filed.

ONLINE AND DISTANCE LEARNING PROGRAMME (ODL)

CNC’s goal is to provide Quality Wholistic Higher Education in a Christian environment, with this in mind the Online and Distance Learning Programme Department of CNC functions as a service provider for a number of learning modalities for its users.

In addition to our in-class session, a student may consider studying through the Online and Distance Learning Programme. Two modalities of learning are offered; online and distance education.

Both modalities offer to the students the ability to work and study with the same quality of education offered in our in-class sessions. The ODL department seeks to facilitate each student in their pursuit of quality wholistic higher education in this Christian environment.

The ODL department also provides Online Library usage for all students, faculty and staff.

Valid reasons for the ODL courses may be:
1. a conflict in schedule (two required courses offered at the same time);
2. an overloaded semester schedule for the student should the course be taken when offered;
3. the fulfillment of some pre-requisite only when it is too late to take the class;
4. work conflict;
5. distance from the College;
6. courses are wanted during mini-terms or College breaks;
7. CNC does not have an available faculty member to teach the course;
8. the course may not be offered as a class during the student’s on-campus tenure;
9. there are not enough students enrolled in the course for that particular semester.
10. Student enjoys and learns better in a specific method of study.

Students taking ODL courses must have a minimum cumulative GPA of 2.5, except in the certificate programs where a GPA of 2.0 is accepted. Not more than a total of 45 hours of specific requirements for graduation in diploma and certificate programs may be earned by creative access. Normally, directed study classes are limited to nine hours per student in the Bachelor programs and six hours in the associate, diploma and certificate programs.

The following pattern is observed in the designation of Online and Distance Learning (ODL) courses and may be included with the course number on the transcript:

- C  the course is an ITS cassette/cd course
- E  the course is taken by examination
- I   the course is taken by Internet access
- O  the course is taken Online
- P   the course is given through Prior Experiential Learning
- T  the course is taken with a tutor
- X  the course is taken by directed study.

DISTANCE EDUCATION ACCESS

The Distance Education process works at your own pace and convenience with lectures on CD’s, study guide, syllabi, and lecture notes, for a period of four (4) months. All students are required to check-in every two weeks to ensure that course requirements and materials are understood, to give guidance to students, and to answer any relevant questions or concerns. These courses are available through materials produced by the Institute of Theological Studies.

Upon registration, students can collect their course material from the ODL department and begin their course of study. All copied cd’s are the sole propriety of CNC and is to be returned upon completion of the course. A proctor may be assigned if the student is unable to come to campus to take the scheduled examinations. For students outside of Trinidad and Tobago, course materials are shipped to the students, who are encouraged to order their text or utilize our on-campus or online library.

Other courses are assigned as Internet courses when there are three or less students who need a course that is not presently being offered on campus. Normally, the class meets online and in small study groups on campus. A qualified instructor guides the students through the process of lecture and textbook and collateral readings, internet searches, and small group exercises. Absence records are kept according to the contact between the individual student and the instructor, and other students enrolled in the group setting.

ONLINE PROGRAMME

CNC Online Education process works on an online schedule of six weeks per course, and the ability to enter a class anytime during the course of the 24 hour day. This course of study encourages high student
interaction in the classroom. Grade books, assessments and evaluations, student reports, Professor feedback, attendance records are all provided and made available online in the student account for their viewing.

Upon successful completion of online orientation which runs for two weeks, students may select their required courses. Online classes may be taught by NBC on-campus and adjunct faculty or CNC on-campus and adjunct faculty who possess both the academic credentials and the practical experience to provide the very best in educational pursuits.

Caribbean Nazarene College partners with Nazarene Bible College (NBC), Colorado Springs, Colorado, USA for its online program. Nazarene Bible College is an accredited institution with the US Department of Education and was the first Nazarene Institution of Higher Education to offer electronically mediated course delivery.

CNC Online and Distance Education Benefits:

- Easy and convenient access to classes
- Students can study at their own schedule/pace
- Students do not have to travel to Trinidad or campus to take courses
- Ideal for persons who wish to further their education but unable to attend all classes on campus.
- Meets the different learning styles of students.
- Convenient for students who throughout the Caribbean, who live in Tobago and who do not live within the proximity of Santa Cruz.
- Convenient for students who wish to maintain their responsibilities at work, home, church, community, without having to leave their environ to study.

PRIOR EXPERIENTIAL LEARNING

Prior Experiential Learning is designed to award undergraduate credit for college-level learning gained from life experiences. Prior learning is not based on experience, but on learning.

The faculty in the field of study make a recommendation of credit based on the learning presented. The ODL Advisor guides the student through the process of documentation. It is the student's responsibility to convey learning and provide evidence of learning through narrative, documentation, and interview. Fees are charged.

The following guidelines are followed for prior learning:

1. Credit Awarded is for learning, not experience.
2. Credit is granted for learning which meets the academic standards of CNC.
3. Assessment is completed by faculty experts in relevant subject area.
4. Evaluation may result in awarding "no credit", if appropriate. (Where credit is denied, a clear explanation should be provided.)
5. Ideally, credit is awarded for learning which includes both theory and practice.

6. Fees paid by the student reflect the service performed, not the amount of credit awarded.

7. Usually certificates, licenses, or other documentation are required along with a writing assignment.

8. Only students currently enrolled at CNC and who have an approved degree program are eligible to submit documentation of learning.

**PRIVILEGES FOR ACADEMICALLY ADVANCED STUDENTS IN BA PROGRAMS**

**Proficiency Examinations**

Applicants with exceptional academic preparation may establish academic credit and advanced standing by proficiency examinations. The acceptable proficiency examinations include portions of the College Level Examination Program (CLEP) battery tests, Subject Examinations and college-developed proficiency examinations.

“Testing out” or credit by examination, such as knowledge in a particular computer class, may be desirable for enrolled students who have had prior experience with the subject matter of a course offered at CNC. The level of achievement assumes a level of at least equal to a grade of C. Examinations may be taken only by students who are degree candidates.

The student must petition the Dean of Academic Affairs for credit by examination in conference with the instructor for the course. Credit by examination is allowed only in exceptional cases. A fee is applied.

**College Level Examination Program**

The College endorses the College Level Examination Program (CLEP), an international examination program. A total of 30 semester hours may be granted through the CLEP program.

- CLEP credit is awarded only when the student obtains the standard score listed in the CLEP brochure.
- CLEP results cannot be used to replace failures or low grades.
- CLEP examinations are taken at examination centres in the USA and in the Caribbean.
- CLEP examinations cannot be used to fulfil requirements for residency requirements or for claiming full-time status.
- There are charges to be paid in cash for the examination, to sit the exam, and for recording the results on the transcript.
- Only the CLEP scores that are considered a pass will be recorded on the student’s transcript.
Advanced Placement

Students who have participated in the Advanced Placement (AP) program sponsored by national examinations may receive College exemption credit in general education core areas or as electives if they receive scores of 3, 4, or 5 or C, B, or A. Approval must be secured from the Dean of Academic Affairs prior to registration. Examinations taken subsequent to enrollment can not be used for exemptions.

Independent Study

Independent Study projects on areas not covered by the College’s curriculum may be designed and conducted. The projects, whether conducted on or off campus, must be of an educational nature and of sufficient content to warrant credit. Each independent study proposal is developed by the student and supervising faculty. Approval must be secured from the Dean of Academic Affairs prior to registration.

STUDY HALL

The normal amount of homework required of a student is determined by doubling the number of hours in class. Thus, a course of 3 credit hours requires 6 hours of homework per week. On this basis a student carrying a normal load of 15 credit hours would spend 15 hours in class and 30 hours of homework per week in a regular semester, or a total of 45 hours per week. It is, therefore, reasonable to conclude that being a full-time student is a full-time vocation.

To assist the student in acquiring disciplined study habits, the College maintains a study hall in the Wes Harmon Library where the student is encouraged to spend as much time as necessary to complete academic assignments.

Enrolment in an academic study hall (LA 070) may be required of some students at times specified by the Dean of Academic Affairs. Such requirement would be an attempt to help students who evidence the need of it by low grades or by obvious lack of self-discipline.

Study hall is monitored by supervisors who are responsible to the Librarian for maintaining a quiet, orderly study at all times. Students are encouraged to use their study-hall privileges wisely. Students who display flagrant disregard for the rights of other students or for the authority of monitors or Librarian are subject to disciplinary action.

ACADEMIC STUDY SKILLS PROGRAM

The Academic Study Skills Program is a support system for the student who is academically weak or may need further preparatory work. Students may be able to receive college credit for some of the courses.

TRANSCRIPTS

One transcript of credits will be given without charge upon the presentation of a written request to the Registrar, signed by the one whose transcript is being requested. Additional copies of transcripts are issued at the rate of $30.00 each, payable in advance, and upon written request as above. Official
transcripts bearing the seal of the school are issued to other institutions, but not to the requesting student or alumnus. No official transcript will be issued while the student is in financial debt to the College.

PROGRAMME COMPLETION POLICY

A student’s programme requirements are those established in the College catalogue at the time of entrance into the program. If a student has not completed the program within six years (diploma or associate) or eight years (Bachelor), the student may be required to take additional courses according to the current College catalogue.

SENIOR THESIS PROJECT FOR B.A. STUDENTS

All fourth-year Bachelor of Arts students are required to conduct a research project on a topic directly related to some aspect of Christian leadership in the Caribbean context, integrating findings with the content of their course of study (Christian Education, Theology, or a General Studies concentration). The completed project and the written document is to be presented to the faculty no later than the first week of April in the student’s final year. Final year music students will be expected to conduct their Junior and Senior Recital.

The study is to be on a particular area of interest and concern to the student within the Caribbean context. Extensive research is to be conducted by the student throughout the course of the year, culminating in a paper of no less than 5,000 words, and no more than 8,000 (20-30 pages at 250 words per page). Proper research-writing format must be utilised.

Application of the research will be presented in project form: drama, music, counseling sessions, sermons, manual, guidebook, workshop, brochure, training sessions, published article, etc. The student is responsible for all costs concurred.

Within the first two weeks of their final year, all B.A. students are to meet with the Senior Thesis Project Director to discuss the direction their project will take. In conjunction with the Director, a faculty advisor or reader will be chosen for each student. The faculty advisor is to guide the student in the content of the research. A style editor or reader may be assigned to assist the student in format.

The student is to meet with the assigned advisor. A student who does not meet the attendance requirements will be assigned an academic penalty point for absences. The student is the one responsible for scheduling the meetings with the advisor and reader.

The final document will be read by the student’s faculty advisor, the Dean of Academic Affairs, the reader, Senior Thesis Project Director, and, at least, one other member of faculty during the first week of April. The student will be called to defend and/or discuss the project with the thesis committee. If necessary, a revision or rewrite may be required.

Grades will be  
Pass with distinction  
Pass  
Pass with revision  
Fail, rewrite, defend again
The completion of a satisfactory thesis by the first week of May is required for graduation with a B.A. An unmarked copy of the final draft will be placed in the CNC Wes Harmon Library. If a student is not satisfied with the final grade of their Senior Thesis, an appeal can be made to the Dean of Academic Affairs. Together with at least one second marker, the Dean will review the Senior Thesis and make a final decision on the paper. The second marking on the thesis will remain as the final grade.

In case of revisions or rewrite and defense, the student has a maximum of two weeks or May 15 before the May graduation date. No student will be considered for graduation after the May 15 deadline.

No student in the Bachelor of Arts programs will be allowed to participate in graduation exercises unless the student’s senior thesis has been approved and is ready for placement in the library.

APPLICATION FOR GRADUATION

Application Form and Fee

Students expecting to graduate from any of the academic programs offered by the College must apply with the registrar and pay the graduation fee of $300.00 (in cash) to the Business Office no later than the first week of December of the academic year of expected graduation. Late registration for graduation may mean the student will not be considered for graduation, may not receive complimentary invitations, or may not be able to participate in the commencement exercises.

DCSP Students

DCSP directors should contact the College as soon as possible during the year that their centre students are expected to graduate. The DCSP directors have the responsibility of ensuring that all applications, entrance documents, grades and student files are completed and on file at the College.

Graduation Requirements

The following general graduation requirements apply to all students of the College, unless a special exception has been made:

1. Approval of the Faculty Committee

   Evidence of a true Christian life and character during attendance at the College and recommendation accordingly by the faculty committee by private vote during the month of December.

   The student is expected to give evidence of a consistent Christian testimony, a concern for others, and a sincere commitment to Christ such as to qualify the student for Christian leadership.

   The student’s cooperation in Christian service, standard of Christian conduct, and attitudes manifested toward fellow students, instructors, and all working with the student, is expected to be such as would commend the Gospel, strengthen the Church, and honor the Lord Jesus Christ.

   The DCSP student must submit a letter of recommendation from the district superintendent based upon the recommendation of the local faculty committee. This recommendation should state that
the student gives evidence of a consistent Christian testimony, a concern for others, and a sincere commitment to Christ such as to qualify the student for Christian leadership.

A student not meeting this requirement of Christian faith will need special permission from the President and Faculty Committee to graduate. A student may be requested to participate in counseling or be assigned to a Christian mentor before re-applying for graduation. A recommendation by the faculty committee will be needed by the first week of May.

2. Completion of all Required Hours

Completion of all required hours of study as outlined in the curricula of this catalogue or any catalogue in effect during the student’s course of study. A student enrolled in residential courses and lacking no more than six credit hours (usually two courses), which may be completed by the end of the coming semester, may be allowed to participate in graduation activities and be counted as a part of the present graduating class. Normally, all practicum hours must be completed. The Certificate of Graduation will be withheld until all hours are completed and is invalid if the courses are not successfully completed during the specified time-period. Upon completion of the outstanding requirements, the student will need to pay for a new diploma. CNC desires for all students to complete their programme within the four year period based on programmes, however, due to unforeseen circumstances a student may require a longer period. Such cases will be reviewed by the Academic Affairs Committee.

3. Acceptable Grade Point Average

An overall GPA of 2.0 (C) is required for graduation from all programs. A student should have a C or above in core courses of the major or concentration.

4. Financial Obligations Settled

All financial obligations to the College must have been settled with the Business Office, including outstanding library or computer charges and fines.

No student with an outstanding debt will be allowed to complete any final component of the course or participate in the graduation exercises, nor will a Certificate of Graduation or transcripts be issued until such time as all outstanding obligations have been fully met.

5. Residential Requirement

A minimum of at least one year or 30 of the required hours in a program must be taken through CNC in order to meet program requirements for graduation.

Online students must meet the one semester residential or 12 hour in residence requirement in order to apply for graduation.
GRADUATION HONORS

Students in the Bachelor and Diploma programs, traditional and ODL courses, are eligible for graduation honors on the basis of cumulative GPA’s as follows:

- *Summa cum Laude*: 3.9 and above
- *Magna cum Laude*: 3.7 - 3.89
- *Cum Laude*: 3.5 - 3.69

Students must have completed 60 hours or more in residence at CNC to qualify for honors and must have completed all the required hours of the program enrolled, including practicums or internships.

Students in the diploma and certificate programs and DCSP programs who have achieved a minimum cumulative GPA of 3.5 will graduate with distinction.

- *Distinction*: 3.5 or above

COMMENCEMENT POLICIES

The College awards degrees during annual commencement ceremonies held each May. Commencement materials and student participation are governed by the following policies:

**The Commencement Programme**

The commencement printed programme, including the listing of degree candidates and graduation honors, is based upon course enrollment at the Semester II mid-term.

The commencement program is tentative, pending completion of required work and submission of final grades.

Printed graduation honors are calculated using the student’s midterm grades of the current registration. Actual graduation honors are indicated on the final transcript and reflect actual grades earned. The commencement program lists all graduation candidates for the entire academic year.

**Distribution of Certificates of Graduation**

Certificate of Graduation covers may be distributed during commencement. Certificates of graduation may be collected or in special cases are mailed when requested, when all graduation requirements are completed, when grades have been received for all courses in the student’s program, and financial accounts are cleared.

Students who do not complete requirements by January 1 of the following year are issued Certificates of graduation the following May.
Graduation Marshalls

The Registrar recommends to the Faculty Committee two marshalls, one male and one female from the third year class, who have the highest cumulative grade point average of 3.5 or above to lead the commencement processions. The Faculty committee approves the recommendation based upon student attitude, behaviour, and Christian character.

To serve as a marshall is a privilege, not a right. If no one or no male or female in the third year group meets the GPA and Christian character requirement, marshalls may be chosen from the second year group.

Valedictory Address.

The valedictory address at commencement is traditionally given by the graduating student who has completed the highest academic program and meets the following guidelines:

1. A cumulative GPA of at least 3.5
2. Completion of a full program at CNC
3. Recommendation by the Registrar
4. Character and attitude approved by the faculty committee

If no one in the graduating class has a GPA of 3.5 or above or does not meet all of the above requirements, a person may be chosen by the faculty committee to speak on behalf of the class as “Class Representative.”

The valedictory address given by any student is an honor, not a right. The faculty committee has the right to delete the valedictory address from any year’s commencement program.

The academic office has guidelines to assist the speaker in writing the commencement address, which must have the approval of the Academic Dean two weeks prior to the commencement service.

To give a Valedictory Address is a privilege, not a right. The speaker will not be allowed to make a presentation without the approval of the Dean of Academic Affairs. The student must give the approved address presented to the Dean of Academic Affairs prior to the commencement program. The Dean of Academic Affairs has the responsibility of hauling the commencement address if the speaker moves away from the approved presentation.
GOALS AND OBJECTIVES

CNC seeks to provide holistic education and training. The primary goal of all the programs is to prepare persons to become Christian leaders within Caribbean cultures. Current programmes receiving GATE are the Diploma in Theology, Bachelor of Arts in Theology, Bachelor of Arts in General Studies, Bachelor of Arts in Christian Education and the Bachelor of Arts in Social Work.

The Theology and Christian Education programs are designed to meet the educational requirements for ordination as an elder or deacon in the Church of the Nazarene.

Objectives of these programs include the following:

1. To prepare the student in the relevant academic disciplines, enabling the student to comprehend and clearly articulate foundational biblical and theological truth, particularly from a Wesleyan-Arminian perspective. Beyond this, the programs aim to provide general knowledge in such areas such as leadership, management of human resources, science and the humanities, information technology, radio communications, and other interest areas.

2. To instill within the student a desire for life-long study and learning, whether through advanced studies within a formal institutional setting, or on a personal level.

3. To equip the student with the knowledge of skills and principles needed to contextualise and integrate the doctrines and practises of the Church in general, and the Church of the Nazarene in particular, in a manner which will enable people to understand and apply these truths in daily living.

4. To assist in the development of basic practical skills necessary for effective leadership, management, and administration. This includes, but should not be limited to, the ability to initiate and continue in healthy interpersonal relations as a leader and as a person, and to conduct oneself in a manner appropriate for a professional person (e.g., appearance, speech, conduct).

5. To instill a vital vision for evangelism and missions.

6. To provide opportunities for strengthening the personal faith and spiritual development of the student.

These objectives have the following outcomes of being, knowing, and doing for students desiring full-time ministry assignments as expressed in the *Sourcebook for Ministerial Development*.

To be outcomes are:

1. loving God with all the heart, soul, mind, and strength and the neighbours as oneself as expressed in Christian holiness
2. a deep spirituality with an abiding sense of God’s call
3. existence as a person in relationship to the community of faith
4. unquestioned integrity and honor
5. compassion, patience, and perseverance
6. self-discipline and self-control
7. humility, gentleness, and sensitivity to others
8. passion and courage
9. wisdom and discernment
10. vision and commitment

To know outcomes are:

1. a thorough knowledge of the Holy Scriptures and methods of interpretation
2. a clear understanding of Christian theology and especially the place of Christian holiness within it
3. a solid grasp of the history of the Christian church and its mission through the centuries
4. a knowledge of the Wesleyan theological heritage and traditions
5. the disciplines of the spiritual life
6. an understanding of the significance, forms, and place of Christian worship in the community of faith
7. a firm understanding of Christian personal and social ethics
8. a knowledge of communication theory and skills, especially preaching and including teaching and interpersonal skills
9. a clear understanding of the dynamics of Christian servant leadership, local church administration, and models of mission and ministry; and the similarities to and distinctions from secular models of leadership and management
10. an awareness of the brokenness of the human condition—both personal and societal
11. understanding of the dynamics of the human life, groups within the local church and society, including marriage and family
12. a grasp of the span of human history and culture, particularly of the student’s own context
13. an awareness of cultural trends and influences in contemporary society including religious pluralism
14. the operation of the polity and practise of the Church of the Nazarene
15. an awareness of the legal framework in the Caribbean society.

To do outcomes are to:

1. model a godly life and vital piety
2. think prayerfully about personal, familial, and congregational development
3. act with integrity and honor in all relationships
4. respond to others with the love of God
5. lead the people of God in worship, mission, and service
6. equip the saints for the work of ministry
7. preach the Word of God with clarity in a culturally appropriate fashion
8. teach by word and example
9. evangelize the lost, feed the flock
10. articulate clearly the mission of the congregation and the Church
11. minister to the brokenness of persons and society
12. communicate the truth in love
THE FOUR STAGES OF MINISTRY PREPARATION

Stage 1  Accepting a Call

And his [Christ’s] gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry for building up the body of Christ (Eph. 4: 11-12, RSV).

Begins:  Registration of Call with the district

Ends:    Local Covenant Service when you receive your district license

Stage 2  Educational Preparation

“The ideal path for educational preparation for ministry in the Church of the Nazarene in the CNC zone of the Caribbean is a bachelor’s degree from CNC and a graduate degree when available” (Sourcebook for Ministerial Development 437.2).

Begins:  Enrolment in Educational Program at CNC

Ends:    Educational Assessment

Stage 3  Candidacy for Ordination

It is the task of the District Ministerial Credentials Board to determine when you are ready for ordination through minimum educational requirements, two to four years of experience, personal observation, reports from your congregation, and reports by the District Superintendent.

Begins:  Assessment of Ministerial Gifts and Graces

Ends:    Ordination

Stage 4  Lifelong Learning
A minimum yearly expectation is 20 contact hours or 2 accredited Continuing Education Units-CEUs (Manual 424.6, 433.15). Can be accomplished in the January Pastor’s Seminars at CNC.

Begins: Growth Plan

Ends: Ministry Multiplication

**CHRISTIAN EDUCATION**

**DIPLOMA IN CHRISTIAN EDUCATION**

**Objective:** The Christian Education programs are designed to prepare persons who are answering a call to educational ministries within the local church and to meet the current educational requirements in the Church of the Nazarene in the CNC zone of the Caribbean Region. The three-year Diploma requires the completion of 97 credit hours and a practicum experience. This programme is not covered under GATE.

If the student is called to be a minister of Christian Education, a minister in compassionate ministries, or a hospital, correctional, military, or institutional chaplain and not specifically called to a preaching ministry, the student may want to pursue the deacon track rather than the elder track. Specialization will need to be in related fields, such as sociology, missiology, and psychology and counseling.

“Ministers of Christian Education provide leadership for nurturing ministries in the local church or Christian educational agencies in the community. The minister leads the effort in organizing effective educational programs, developing appropriate curriculum, and equipping lay persons for leadership, teaching and discipleship. These education programs include traditional ministries like Sunday School and Vacation Bible School, but may also include small group ministries (e.g., Bible study, spiritual formation, or support groups), gender or age specific ministries, and weekday Christian education.”

*(Sourcebook for Ministerial Development, 436.17)*

**I. BIBLICAL LITERATURE (15)**

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<tr>
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<td>BL 102</td>
<td>Survey of the New Testament</td>
<td>3</td>
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<td>Hermeneutics</td>
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**II. DOCTRINAL THEOLOGY (12)**

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<td>Survey of Theology</td>
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DT 311 Theology I 3
DT 312 Theology II 3
DT 320 Doctrine of Holiness 3

III. CHURCH HISTORY (9)

CH 200 Heritage of the Church of the Nazarene 3

Non-Nazarene students may opt to take by ODL (tutor, Online Courses, or directed study):
CH 201 Denominational History 3
CH 301 Christian Heritage I 3
CH 302 Christian Heritage II 3

IV. MISSIONS & EVANGELISM (3)

ME 250 Evangelism & Missions 3

V. CHRISTIAN EDUCATION (16)

CE 100 Survey of Christian Education 3
CE 110 Administration in Christian Education 3
EDU 220 Philosophy of Education 3
EDU 230 Educational Psychology 3
CE___ Age Group Elective 3
CE 371-372 C.E. Practicum Seminar * (.5 each) 1
CE 373 C.E. Practicum I NC
CE 374 C.E. Practicum II NC

*Students must meet with the instructor for two semesters at varying times while participating in the practicum. A qualified Christian educator must be available on site to oversee the practicum learning experiences.

A student can only participate in the practicum after completing five CE core courses including one age group course.

VI. PRACTICAL THEOLOGY (13)

PT 302 Spiritual Formation 3
PT 310 Introduction to Pastoral Care and Counseling 3
PT 322 Church Administration 3
PT 350 Christian Leadership and Management 3
PT 360 Foundations of Ministry 3

VII. GENERAL EDUCATION (29)

IT 120 Introduction to Computers 3
BACHELOR OF ARTS IN CHRISTIAN EDUCATION

Objective: The Christian education programs are designed to prepare persons who are answering a call to educational ministries within the local church and to meet the current educational requirements for a Deacon in the Church of the Nazarene in the CNC zone of the Caribbean Region. The Bachelor of Arts requires the completion of 126 credit hours and a practicum experience.

If the student is called to be a minister of Christian education, a minister in compassionate ministries, or a hospital, correctional, military, or institutional chaplain and not specifically called to a preaching ministry, the student may want to pursue the deacon track rather that the elder track. Specialization will need to be in related fields such as sociology, missiology, and psychology and counseling.

“Ministers of Christian Education provide leadership for nurturing ministries in the local church or Christian educational agencies in the community. The minister leads the effort in organizing effective educational programs, developing appropriate curriculum, and equipping lay persons for leadership, teaching and discipleship. These education programs include traditional ministries like Sunday School and Vacation Bible School, but may also include small group ministries (e.g., Bible study, spiritual formation, or support groups), gender or age specific ministries, and weekday Christian education.” (Sourcebook for Ministerial Development, 436.17)

I. BIBLICAL LITERATURE (18)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL 101</td>
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<tr>
<td>BL 102</td>
<td>Survey of the New Testament</td>
<td>3</td>
</tr>
<tr>
<td>BL 200</td>
<td>Hermeneutics</td>
<td>3</td>
</tr>
<tr>
<td>BL 210</td>
<td>Pentateuch</td>
<td>3</td>
</tr>
<tr>
<td>BL 230</td>
<td>Pauline Epistles</td>
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</tr>
<tr>
<td>BL 4__</td>
<td>Inductive Study Elective</td>
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II. DOCTRINAL THEOLOGY (12)

<table>
<thead>
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<th>Description</th>
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<tbody>
<tr>
<td>DT 200</td>
<td>Survey of Theology</td>
<td>3</td>
</tr>
<tr>
<td>DT 311</td>
<td>Theology I</td>
<td>3</td>
</tr>
</tbody>
</table>
DT 312  Theology II  3  
DT 320  Doctrine of Holiness  3  

### III. CHURCH HISTORY (9)

CH 200  Heritage of the Church of the Nazarene  
OR CH 201  Denominational History  3  
CH 301  Christian Heritage I  3  
CH 302  Christian Heritage II  3  

### IV. MISSIONS AND EVANGELISM (3)

ME 250  Evangelism and Missions  3  

### V. CHRISTIAN EDUCATION (31)

CE 100  Survey of Christian Education  3  
CE 110  Administration in C.E.  3  
EDU 220  Philosophy of Education  3  
EDU 230  Educational Psychology  3  
EDU 270  Technology in the Classroom  3  
CE 340  Childhood Education and Evangelism  3  
CE 350  Youth Education and Evangelism  3  
CE 360  Adult Educ. in the Local Church  3  
CE 371-372  C.E. Practicum Seminar (.5 each)  1  
CE 373  C.E. Practicum I*  NC  
CE 374  C.E. Practicum II  NC  
CE 410  History, Psychology, & Philosophy of C.E.  3  
LA 461  Senior Thesis Research Project II  1  
LA 462  Senior Thesis Research Project III  2  

*A student may participate in the practicum after completing four core courses and three age group courses.

### VI. PRACTICAL THEOLOGY (18)

MU 100  Church Music and Worship  3  
PT 302  Spiritual Formation  3  
PT 310  Pastoral Care and Counseling  3  
PT 322  Church Administration  3  
PT 350  Christian Leadership and Management  3  
PT 360  Foundations of Ministry  3  

### VII. GENERAL EDUCATION (34)

IT 120  Introduction to Computers  3  
LA 101  Speech Rhetoric  3  

73
LA 100 Research Methodology I  3
LA___ Literature Elective  3
LA 330 Contemporary Communications  3
PH 200 Philosophy  3
PS 111 Interpersonal Relations  3
PS 200 Introduction to Psychology  3
SO 200 Introduction to Sociology  3
SO 300 Marriage and the Family  3
SO 320 Caribbean Thought and Culture  3
ELECTIVES  3

BACHELOR OF ARTS IN COMBINED THEOLOGY AND CHRISTIAN EDUCATION MAJORS

Students wishing to take a double major of Theology and Christian Education must meet requirements, including the practicum in both programs, but are not required to take the general electives.

CHRISTIAN SCHOOL EDUCATION MAJOR (36)

The concentration in Christian School Education is an additional 36 hours to prepare the students to teach in Christian schools. The courses are normally offered through the online program. The internship is one semester.

The Bachelor of Arts in Christian Education with a concentration in Christian School Education prepares the graduate to teach in the elementary or secondary Christian School. The courses are normally offered through the online program at Caribbean Nazarene College.

The goal of the Christian School Education program is the preparation of quality classroom teachers. The program is based on the model of “The Teacher as Holistic Developer.” The faculty seek to produce teachers who are aware of the importance of the cognitive, psychomotor, social, affective, and spiritual components of a balanced person.

The person desiring to use the Christian School Education courses to qualify to teach in government or public schools must seek approval from the local Ministry of Education in the nation they wish to serve.

Objectives:

1. To evidence basic writing, grammar, reading, computational, and technological skills.
2. To demonstrate mastery of course work in the majors, minors, and general core of the area of study.
3. To demonstrate the skills of an effective teacher.
ADDITIONAL REQUIRED COURSES FOR THE BACHELOR OF ARTS MAJOR IN
CHRISTIAN SCHOOL EDUCATION

EDU 200 Child Development 3
EDU 201 Fundamentals of Reading 3
EDU 202 Early Education I: Developing the Environment 3
EDU 203 Early Education II: Developing and Supervising Programs 3
EDU 210 Early Childhood Teaching Strategies 3
EDU 220 Philosophy of Education 3
EDU 230 Educational Psychology 3
EDU 240 Early Education Field Experience 3
EDU 250 Classroom Management 3
EDU 270 Technology in the Classroom 3
EDU 300 Methods in Teaching Reading and Writing 3
EDU 301 Methods in Teaching Social Studies 3
EDU 302 Methods in Teaching Mathematics 3
EDU 303 Methods in Teaching Science 3
EDU 310 Education and Society 3
EDU 320 Professionalism and Administration in Education 3
EDU 330 Advanced Methods and Curriculum in Elementary Language
   Arts and Elementary Reading 3
EDU 400 Student Teaching (Early Childhood) 4
CE 340 Childhood Education and Evangelism 3
LA 352 Oral Spanish 3
PH 250 Values Personal and Social 3

ONLINE COURSES IN CHRISTIAN SCHOOL EDUCATION

Some of the above courses may be taken online. To see when the courses are being offered, the student can liaise with the Online and Distance Education department of the Caribbean Nazarene College. The student must apply and be accepted as a student of CNC and register for the course Online Orientation before beginning the online courses.

THEOLOGY

DIPLOMA IN THEOLOGY

Objective: The theology programs are designed to prepare persons who are answering a call to pastoral ministries, and to meet the current educational requirements for ordination as Elder in the Church of the Nazarene in the CNC zone of the Caribbean Region.

Those who major in theology at CNC are asked to testify to a specific call to ministry. “The Church of the Nazarene believes in both the individual experience of a call and the confirmation of that call by the body
of Christ. The church assumes that your call is genuine, but every testimony to a call must be confirmed by God giving ‘gifts and graces’ appropriate for ministry to persons He calls” (Sourcebook for Ministerial Development, 436.5).

“And his [Christ’s] gifts were that some should be apostles, some prophets, some evangelists, some pastors and teachers, to equip the saints for the work of ministry, for building up the body of Christ” (Ephesians 4:11-12, RSV).

Effective ministry requires understanding of the Bible, the church, Christian theology, and general education areas. The three-year Diploma requires the completion of 97 credit hours and a practicum experience.

I. BIBLICAL LITERATURE (18)

BL 101 Survey of the Old Testament 3
BL 102 Survey of the New Testament 3
BL 200 Hermeneutics 3
BL 210 Pentateuch 3
BL 230 Pauline Epistles 3
BL___ Inductive Study Elective 3

II. DOCTRINAL THEOLOGY (12)

DT 200 Survey of Theology 3
DT 311 Theology I 3
DT 312 Theology II 3
DT 320 Doctrine of Holiness 3

III. CHURCH HISTORY (9)

CH 200 Heritage of the Church of the Nazarene* 3
CH 301 Christian Heritage I 3
CH 302 Christian Heritage II 3

*Non-Nazarene students may opt to take by creative access (tutor, Online, or directed study)

CH 201 Denominational History 3

IV. MISSIONS AND EVANGELISM (6)

ME 250 Evangelism and Missions 3
ME 350 Church Planting and Growth 3

V. PRACTICAL THEOLOGY (23)

CE 100 Survey of Christian Education 3
PT 211 Introduction to Homiletics 3
PT 310 Pastoral Care and Counseling 3
PT 312 Expository Preaching 3
PT 322 Church Administration 3
PT 350 Christian Leadership and Management 3
PT 360 Foundations of Ministry 3
PT 342 Ministerial Practicum Seminar* 1
PT 343 Ministerial Practicum I** NC
PT 344 Ministerial Practicum II NC

*The Seminar may include practicum type experiences in preparation for the student to complete a year of practicum in a local church.

**A student may participate in the practicum after completing six core practical theology courses.

VI. GENERAL EDUCATION (29)

IT 120 Introduction to Computers 3
LA 101 Speech Rhetoric 3
LA 100 Research Methods I 3
LA___ Literature Elective 3
LA 330 Contemporary Communications 3
PH 200 Philosophy 3
PS 111 Interpersonal Relations 3
PS 200 Introduction to Psychology 3
SO 300 Marriage and the Family 3
SO 320 Caribbean Thought and Culture 3

BACHELOR OF ARTS IN THEOLOGY

Objective: The theology programs are designed to prepare persons who are answering a call to pastoral ministries, and to meet the current educational requirements for ordination as Elder in the Church of the Nazarene in the CNC zone of the Caribbean Region. The Bachelor of Arts requires the completion of 126 credit hours.

Those who major in theology at CNC are asked to testify to a specific call to ministry. “The Church of the Nazarene believes in both the individual experience of a call and the confirmation of that call by the body of Christ. The church assumes that your call is genuine, but every testimony to a call must be confirmed by God giving “gifts and graces” appropriate for ministry to persons He calls” (Sourcebook for Ministerial Development, 436.5).

I. BIBLICAL LITERATURE (30)

BL 101 Survey of the Old Testament 3
BL 102 Survey of the New Testament 3
BL 200 Hermeneutics 3
BL 210 Pentateuch 3
BL 230 Pauline Epistles 3
BL___ Inductive Study Elective 3
BL 301 Introduction to NT Greek I 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BL 302</td>
<td>Introduction to NT Greek II</td>
<td>3</td>
</tr>
<tr>
<td>LA 091</td>
<td>Fundamental Greek Lab*</td>
<td>1</td>
</tr>
<tr>
<td>LA 092</td>
<td>Fundamental Greek Lab*</td>
<td>1</td>
</tr>
<tr>
<td>BL___</td>
<td>Old Testament Elective</td>
<td>3</td>
</tr>
<tr>
<td>BL___</td>
<td>New Testament Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

*Does not count in meeting the credit hour requirements for graduation.

II. **CHURCH HISTORY (9)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CH 200</td>
<td>Heritage of the Church of the Nazarene*</td>
<td>3</td>
</tr>
<tr>
<td>CH 301</td>
<td>Christian Heritage I</td>
<td>3</td>
</tr>
<tr>
<td>CH 302</td>
<td>Christian Heritage II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Non-Nazarene students may opt to take by creative access (tutor, Online, or directed study)

III. **DOCTRINAL THEOLOGY (15)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>DT 200</td>
<td>Survey of Theology</td>
<td>3</td>
</tr>
<tr>
<td>DT 311</td>
<td>Theology I</td>
<td>3</td>
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<td>DT 312</td>
<td>Theology II</td>
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<tr>
<td>DT 320</td>
<td>Doctrine of Holiness</td>
<td>3</td>
</tr>
<tr>
<td>DT 410</td>
<td>Contemporary Theology</td>
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IV. **MISSIONS AND EVANGELISM (6)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ME 250</td>
<td>Evangelism and Missions</td>
<td>3</td>
</tr>
<tr>
<td>ME 350</td>
<td>Church Planting and Growth</td>
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V. **PRACTICAL THEOLOGY (28)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CE 100</td>
<td>Survey of Christian Education</td>
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<tr>
<td>PT 211</td>
<td>Introduction to Homiletics</td>
<td>3</td>
</tr>
<tr>
<td>PT 310</td>
<td>Pastoral Care and Counseling</td>
<td>3</td>
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<tr>
<td>PT 312</td>
<td>Expository Preaching</td>
<td>3</td>
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<tr>
<td>PT 322</td>
<td>Church Administration</td>
<td>3</td>
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<td>PT 350</td>
<td>Christian Leadership and Management</td>
<td>3</td>
</tr>
<tr>
<td>PT 342</td>
<td>Ministerial Practicum Seminar*</td>
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<tr>
<td>PT 343</td>
<td>Ministerial Practicum I**</td>
<td>NC</td>
</tr>
<tr>
<td>PT 344</td>
<td>Ministerial Practicum II</td>
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<tr>
<td>PT 360</td>
<td>Foundations of Ministry</td>
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<tr>
<td>PT 402</td>
<td>Spiritual Formation</td>
<td>3</td>
</tr>
<tr>
<td>PT 461</td>
<td>Research Methods II</td>
<td>1</td>
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<tr>
<td>PT 462</td>
<td>Research Methods III</td>
<td>2</td>
</tr>
</tbody>
</table>
*The Seminar may include practicum type experiences in preparation for the student to complete a year of practicum in a local church.

**A student may participate in the practicum after completing six of the core practical theology courses.

VI. GENERAL EDUCATION AND ELECTIVES (39)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 120</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>LA 101</td>
<td>Speech Rhetoric</td>
<td>3</td>
</tr>
<tr>
<td>LA 100</td>
<td>Research Writing Skills</td>
<td>3</td>
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<tr>
<td>LA___</td>
<td>Literature Elective</td>
<td>3</td>
</tr>
<tr>
<td>LA 330</td>
<td>Contemporary Communications</td>
<td>3</td>
</tr>
<tr>
<td>PH 200</td>
<td>Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PH 410</td>
<td>Christian Ethics</td>
<td>3</td>
</tr>
<tr>
<td>PS 111</td>
<td>Interpersonal Relations</td>
<td>3</td>
</tr>
<tr>
<td>PS 200</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SO 200</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SO 300</td>
<td>Marriage and the Family</td>
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<td>SO 320</td>
<td>Caribbean Thought and Culture</td>
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<td>GENERAL ELECTIVES</td>
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BACHELOR OF ARTS IN COMBINED THEOLOGY AND CHRISTIAN EDUCATION MAJORS

Students wishing to take a double major of Theology and Christian Education must meet all the requirements, including the practicum in both programs, but are not required to take the general electives.

BACHELOR OF ARTS IN SOCIAL WORK

Program Overview
The purpose of the social work program at Caribbean Nazarene College is to prepare students for the profession of social work. A diverse profession, social work offers a broad range of employment opportunities in numerous fields of practice. The Social Work program equips graduates to help meet the diverse needs of individuals, families, groups, churches, organizations, and communities in both faith-based and non-faith based agencies. Graduates of the Social Work program will be prepared both for beginning professional practice and graduate social work education. The social work program curriculum is designed to include the content areas of social work practice, values and ethics, diversity and populations-at-risk, social and economic justice, research and evaluation, policy, and human behavior in the social environment.

The curriculum design includes the following components: a Biblical and Theological Studies foundation, Humanities and Philosophical Studies foundation, a Liberal Arts foundation, the Social Work professional
foundation, and the internship/practicum foundation. The balance sought after produces a well rounded professional graduate, prepared and fully competent to enter into the diverse environment of Social Work.

Goals and Objectives of the Bachelor of Arts in Social Work

This program has goals and objectives which guide and direct its activities under the “Four Cs”.

CONTENT: Students should demonstrate synthesized social work and Christian based values and ethics to guide their service in faith based and non faith based agencies, the church and broader community.

a. Students will analyze ethical dilemmas and value conflicts in the social work environment.
b. Students will create a professional guidance system to assist in the resolution of ethical dilemmas and value conflicts.
c. Students will practice social work within the values and ethics of the profession.
d. Students will select professional and service ministry experiences that strengthen their leadership skills.
e. Students will analyze the impact of social and organizational policies on client systems, workers, and agencies.

COMPETENCY: Students should demonstrate generalist social work competencies to practice with client systems of various sizes and types.

a. Students will evaluate and apply theories of human development and behavior to understand individuals and social systems.
b. Students will apply the Person-in-Environment and strengths perspectives when assessing consumer systems on micro and macro levels.
c. Students will demonstrate effective written and verbal communication skills with consumers, colleagues, and community members.
d. Students will demonstrate the effective use of multiple generalist social work roles on micro and macro levels.
e. Students will demonstrate the effective use of the planned change process on all system levels.
f. Students will recognize opportunities to transfer their generalist social work skills applying real, relevant and reliable methods.
g. Students will evaluate research studies and apply findings to their own practice on all systems levels.
h. Students will use the research process to evaluate, under supervision, the effectiveness of their own practice.

CONTEXT: Provide a learning culture in which an understanding and respect for diverse social environments is encouraged.

a. Students will analyze the dynamics and consequences of oppression, discrimination, and economic deprivation on communities-at-risk.
b. Students will express respect for the contributions of diverse communities.
c. Students will demonstrate the interpersonal skills to serve all people regardless of socio-economic, cultural, physical, or religious differences.
d. Students will demonstrate knowledge of the similarities and differences in the experiences, needs, and beliefs of diverse communities.
CHARACTER: Prepare students to think critically about social issues, participate in their resolution, and to practice equitably in the various contexts of social work.

a. Students will analyze and appreciate how historical and current social and political issues affect social work practice.
b. Students will demonstrate knowledge and an appreciation for the strategies of change most likely to advance social and economic justice.
c. Students will advocate for equal access to resources and opportunities and, under supervision, advocate for social and organizational change.
d. Students will construct a plan for ongoing professional development, continuing education, and their use of supervision.
e. Instill in students, through a liberal arts education, a desire for self-directed life-long learning and professional development.

FINANCIAL INFORMATION

Students are expected to meet all financial obligations to the College on a timely basis. The cost of tuition is reflected on the information sheet provided in your application package.

*Government Assistance for Tuition Expenses (GATE), as well as, the Higher Education Loan Program (HELP) are available for all nationals of Trinidad and Tobago. Please consult with the Business Office and/or the financial information sheet for further details.

ADMISSIONS

The Bachelor of Arts in Social Work (B.A.S.W) and the Associate of Arts in Social Work (A.A.S.W.) are professional degrees and with them come specific knowledge, values, and skills that equip the Social Work graduate to provide quality services. In the interest of best serving diverse communities and by extension populations, and because of social work’s professional commitment to excellence in education, it is essential that all students (both current and transfer) admitted to the programs are qualified, motivated, capable, and committed students. In addition, admitted students should reflect and/or value diversities in society. These standards of excellence maintain both the integrity and credibility of the programs.

The expectations for admissions are outlined in the Admissions Procedure, which is in two phases. The first phase constitute admissions to the College which include the meeting of minimum academic qualifications required for the programs; the second phase constitute admissions to the Social Work Program which include approved College admissions, Psychological Evaluation, and completion of a required minimum number of course credit hours. Admissions at the respective phase may be considered conditional with at least one requirement outstanding.

Any outstanding requirement/s for admission to the program must be met by the end of the first semester. Students not meeting this criterion may be asked to withdraw. Any readmission would be in the next semester only when all admission requirements are met accordingly. This would be subject to the Program Director and Academic Dean’s approval.
ADMISSIONS PROCEDURE:

FIRST PHASE: COLLEGE ADMISSION

1. Meet minimum academic qualification for the program of which you are interested. (See qualifications below)
2. Submit a completed application form for the Social Work program (form provided).
3. Submit the personal narrative of five to seven typed pages on the topic ‘The relevance of the Social Worker in West Indian societies’.
4. Submit a recent Police Certificate of good character.
5. Submit two recent passport size photographs.
6. Have sent directly to the College, two recommendations (forms provided) from qualified professionals’ familiar with the applicant’s academic suitability for tertiary level studies and one’s personal maturity and suitability for the profession of social work: Pastor/Religious leader, Teacher/Academic advisor or Professional Acquaintance. (Transfer students should also submit an additional letter of reference regarding their standing in the program upon withdrawal from the transferring institution).
7. Have sent directly to the College, notarized copies of your High School, post secondary and all other relevant certificates; transcripts of all postsecondary or tertiary level work.
8. Submit a completed CNC Medical Form. Non-Trinidadian students will also be required to complete Medical and other forms for Immigration purposes. These will be provided after the student has been accepted by the Admissions Committee.
9. Receive acknowledgement
10. Receive a letter stating acceptance/non-acceptance

N.B. Admissions to the College is not automatic. Applicants may be asked to come in for an interview if required.

SECOND PHASE: PROGRAM ADMISSION

1. Take Individual Psychological Evaluation during the first semester.
   (This will be done utilizing the 16PF® Fifth Edition Personality Test Questionnaires online. Students are required to consult the Program Director for information concerning the taking of the test).
2. Complete Social Work Orientation (SW100), Introduction to the Social Work (SW101) and Practicum Seminar (SW113).
3. Complete a minimum of one full semester course work (15 credit hours) with a GPA of 2.0 or higher
4. Participate in an interview with members of the Social Work Department and/or Social Work program faculty.
Minimum Academic Qualification for Admission:

- Certificate in Social work:
  At least three O’ Level CXC/GCE passes including English Language (grades I, II, or III general proficiency level after June 1998 or grades A, B or C will be accepted).

- Associate of Arts Degree or Bachelor of Arts in Social Work:
  At least five O’ Level CXC/GCE passes including English Language (grades I, II, III general proficiency level after June 1998 or grades A, B, C will be accepted).

  **N.B**  Applicants without the foregoing certificates will be carefully assessed for equivalent qualifications.

  **N.B.** Equivalent grade level passes in recognized high school and postsecondary equivalency examinations may be accepted.

Advanced Academic Qualifications:

Certificates, Diplomas, Associate and Bachelor Degrees with minors, majors, concentration or emphases in the Social Sciences from a recognized or accredited Institution will be considered suitable for entry into the program.

N. B. Recognized advanced qualifications at Grade C or above with similar credit and course content may be used for credit transfer purposes.

Special Considerations

A prospective student may be admitted into this program under the following conditions:

- A mature student age 30 and over who may be actively involved in the field consistently for at least three years.
- This individual must be highly recommended by his/her employer in addition to the required recommendations.
- Such an applicant would be allowed to complete The Certificate in Social Work in the first instance.
- Upon successful completion of the Certificate the applicant may be allowed to do the degree programs on the recommendation of the faculty and Program Director after an assessment of the student’s performance. This Student must be at a minimum of grade 2.5 upon graduation to be considered as a continuing student in the degree program.

Formal admission to the social work program occurs during the first year. Students intending to major in social work should meet with a social work faculty advisor to assure that liberal arts and social work core courses are taken in the required sequence. Students intending to major in social work would be required to complete 94 or 127 credit hours for either A.A.S.W. or B.A.S.W.

**N.B.** Admission to Caribbean Nazarene College does not automatically result in admission to the social work program.

AUDIT

For students who choose to audit classes, the requirement for auditing is class participation and attendance. In recognition of the effort made for self-improvement, students who complete the entire
program of study (except the practicum/internship) through auditing will receive a certificate of participation.

**Time Limit Requirements and Extensions**

The program is structured to be completed in four years. However, students have up to seven years to complete all the requirements for the program. After this time, students may be awarded degrees at the discretion of the Academic Affairs committee.

Course work must be completed and submitted to the instructor in time for grades to be posted by the instructor within thirty days after attending a module. With permission of the instructor, students with extenuating circumstances may request from the Academic Dean an extension not to exceed two weeks. Students unable to meet the time limit requirements may request a change of status to audit. Changes in registration are final.

**Outline of Social Work Program Requirements**

**Bachelor of Arts Social Work Degree (127 hrs)**
The Bachelor of Arts Social Work is a professional degree and requires successful completion of the following:

- 57 hours of social work major requirements
- together with a 9 credit 18 month practicum,
- 12 hours of Biblical & Theological requirements, and
- 16 hours of Humanities & Philosophical requirements *(inclusive of a senior thesis component)* and
- 33 hours in psychology and human resources and history components totaling **127 hours**.
- No minor is required however students may choose electives from the Religious Studies, Counseling Psychology, and Christian Education or Human Resource concentrations.

Students are however encouraged to select courses that complement the social work degree requirements. A complete list of approved electives will be made available through the Social Work Department.

**Associate of Arts in Social Work (94 hrs)**

This programme is not covered by GATE. The Diploma/Associate of Arts Social Work is a professional degree and requires successful completion of the following:

- 42 hours of social work major requirements together with a
- 6 credit 12 month practicum,
- 12 hours of Biblical & Theological requirements and
- 14 hours of Humanities & Philosophical requirements (no senior thesis component required) and
- 20 hours in psychology and human resources and history components totaling **94 hours**.
- No minor is required however students may choose electives from the Religious Studies, Counseling Psychology and Christian Education or Human Resource concentrations.

Students are however encouraged to select courses that complement this social work program requirements. A complete list of approved electives is available through the Social Work Department. This programme is not covered by GATE.
Certificate Social Work (66 hrs)

This certificate program is geared toward equipping the student with basic introductory information to the field of social work. Students wishing to pursue a professional career in the field of social work are encouraged to pursue further studies to the associate or BA degree levels. This programme is not covered by GATE. This certificate level study requires successful completion of the following:

- **30 hours** of social work course requirements,
- **9 hours** of Biblical & Theological requirements and
- **9 hours** of Humanities & Philosophical studies and **18 hours** in psychology and human resources and history components totaling **66 hours**.
- No minor is required however students may choose electives from the Religious Studies, Counseling Psychology and Christian Education and Human Resource concentrations. A complete list of electives is available through the Social Work Department.

A Major and Minor

A major in Social Work includes all required social work courses including at least two semesters of practicum with all requirements completed and the senior thesis project I, II (minimum of 42 hours of social work courses). The Bachelor degree requires three semesters of practicum.

A minor in this program includes at least 30 hours of social work courses including a complete semester of practicum with all requirements completed (no thesis project required).

Students pursuing a major or minor are required to meet all admissions to the program requirements. In addition they would be required to fulfill the minimum of ten therapy sessions needed for the practicum or completion of the program.

N. B. To obtain the degrees in Social Work, all degree requirements must be met i.e. both admissions and graduation.

Program Duration

The Certificate program duration is planned for four semesters or two years. The Associate of Arts Program runs for six semesters on a normal schedule or three years. The Bachelor degree is an eight semesters or four year program.

Because of the required content and sequence for this professional degree program, it typically takes careful planning with a social work advisor to enable students to graduate in four, three or two years (based on program). Students averaging 17-18 credit hours each semester are usually able to complete the requirements in two, three or four years (based on program). Occasionally students may take summer module courses (if and when offered) to finish in the desired number of semesters.

Current or transfer students entering the program can expect to take a shorter period of study at Caribbean Nazarene College to complete the required course of study. Students must be formally admitted to the social work program to enroll in the upper-level practice courses and the field instruction.

Transfer Credits

The Registrar approves all liberal arts transfer credits and the social work faculty with guidance and approval from the Academic Dean. A minimum of 30 hours for any of the programs must be completed at
CNC in order to graduate. Students must complete practice courses and the practicum field experience at Caribbean Nazarene College in order to graduate from the College.

**Required Professional Counseling**

All students in this program are required to undergo individual psychological evaluation and participate in therapy with a professional therapist during this program. Therapy will be required in the following stages for all students:

a) Individual Psychological Evaluation upon admission. This will be done utilizing the 16PF® Fifth Edition Personality Test Questionnaires online. (This is essential for admission to the program).

b) Upon receipt of the Evaluation Report, all students will be required to undergo a minimum of ten (10) hours of therapy as a prerequisite for commencing the Practicum.

(Five therapy sessions are required to be completed before the start of Practicum I. The other five therapy sessions are required to be completed before the start of Practicum II).

Students are advised to begin their therapy sessions as soon as they receive their evaluation reports during the first semester.

c) Certificate Students are also required to undergo individual psychological evaluation and completion of a minimum of ten therapy sessions before graduation.

N.B. The College does not cover the cost of Counseling/therapy for students.

Although the College does not require a detailed report on the content of the counseling/therapy sessions, we require a statement from the Counselor/Therapist confirming the hours of therapy and affirming suitability/ eligibility for commencement of the Practicum/Internship. For the Certificate students the statement will affirm suitability/eligibility for graduating in this program.

N.B. Certificate students, who have successfully completed their program and are readmitted to do the degree program within two years of graduation, will not be required to repeat the psychological evaluation. This will also apply to Associate of Arts graduates who wish to pursue the Bachelor’s Degree.

**Requirements for Graduation**

- Completion of all course work/requirements including Practicum/Internship.
- Maintain a minimum of 2.0 grade point average (G.P.A.) in order to complete program.
- Completion of Individual Psychological Evaluation using the 16 PF® Fifth Edition Personality Test Questionnaires online.
- Completion of ten (10) therapy sessions after receipt of Evaluation Report.

**CORE REQUIREMENTS**

**SOCIAL WORK (69)**

SW100 Social Work Orientation NC
HR 100 Organizational Behaviour & Management 3
SO 202 Survey Design & Analysis 3
SW 101 Introduction to Social Work 3
SW 112 Ethics & the Law for Social Workers 3
SW 113 Practicum Seminar NC
SW111 Theory & Practice of Social Work I 3
SW 110 Introduction to Statistics 3
HI 120 West Indian History 3
PROGRAM STRUCTURE AND COURSES

See Admissions package for details of each program with objectives and list of courses/offerings.

GENERAL STUDIES

Objective: The general studies programs offer a broad educational background for the student who desires to serve as a Christian lay leader in the church and in a chosen vocation, but does not desire a full-time ministry assignment. The programs are not designed to lead to ordination as a deacon or an elder in the Church of the Nazarene.

The objectives of the Bachelor of Arts in General Studies have the following outcomes of being, knowing, and doing:

To be outcomes are:
1. loving God with all the heart, soul, mind and strength and the neighbours as oneself, as expressed in Christian holiness
2. a deep spirituality with a desire of sharing Christ in the workplace
3. existence as a person in relationship to the community of faith
4. unquestioned integrity and honor
5. compassion, patience and perseverance
6. self-discipline and self-control
7. humility, gentleness, and sensitivity to others
8. passion and courage
9. wisdom and discernment
10. vision and commitment

To know outcomes are:

1. a firm understanding of Christian personal and social ethics
2. a knowledge of communication theory and skills, including recruiting, training, and interpersonal skills
3. an awareness of cultural trends and influences in contemporary society
4. an awareness of the legal framework in the Caribbean society
5. a knowledge of writing skills utilized in research and society
6. an awareness of the concepts of systems and systems analysis
7. an understanding of the role, development, and organization of the personnel function
8. an ability to identify and examine a personal system of leadership behaviour
9. a knowledge of major leadership styles
10. an understanding of the basics of subjects taken in the core requirements

To do outcomes are to:

1. model a godly life and vital piety
   think prayerfully about personal development and leadership
2. act with integrity and honor in all relationships
3. respond to others with the love of God
4. communicate effectively
5. listen with care and discretion
6. assess the effectiveness of programs and plans
7. acquire skills in information technology and other media essential for leadership
8. pursue life-long learning
9. develop a servant leadership style of management
10. to think critically
11. to think clearly about the claims of philosophical, psychological and theological systems
12. exercise sound business judgment based on high ethical standards founded in Christian values.

THE ASSOCIATE OF ARTS IN GENERAL STUDIES (65 credit hours)

The Associate of Arts in General Studies is a two-year program designed for the student who does not desire to concentrate in one major field of study at CNC. The programme provides the student with a
general exposure to the major fields of knowledge with 50 hours of required courses and 15 or more hours of elective courses selected with the guidance of an advisor. A practicum or project may be required in some concentrations. This degree is for students who desire to complete their college work at this level or desire to transfer to another institution to complete a degree. Thirty credit hours must be taken from CNC in order to receive the Associate of Arts degree. This programme is not covered by GATE.

**BACHELOR OF ARTS IN GENERAL STUDIES (First Degree, 126 credit hours)**

The Bachelor of Arts in General Studies degree is a four-year program designed to broaden the education of the student through quality instruction in a variety of core courses in the humanities, the social sciences, natural and applied sciences, Bible, and theology (54 + credit hours), and one or more concentrations and electives of 73 hours or more. Some concentrations may require practicums or projects. Thirty hours must be taken from CNC to qualify for the degree. An advisor will assist the student in choosing the concentrations of study.

**GENERAL STUDIES AS A SECOND BACHELOR’S DEGREE**

The Bachelor of Arts in General Studies may be obtained as a second degree with a minimum of 30 hours of coursework which is in addition to the requirements for the first degree, including meeting all general education and major-coursework requirements for a second major and the biblical and theological studies core requirements (10 credit hours). The major consists of a minimum of 30 credit hours in one of the concentrations. In addition, each bachelor student is required to complete a senior research project thesis (2 credit hours).

**BACHELOR OF ARTS IN GENERAL STUDIES DEGREE COMPLETION PROGRAM (126 credit hours)**

The Bachelor of Arts in General Studies degree completion program is a two- or three-year program designed to broaden the education of the qualified professional through quality instruction in a variety of courses in the humanities, the social sciences, Bible, and theology. It targets teachers, nurses, accountants, musicians, and other certified professionals who may not be seeking full-time professional Christian vocations, but desire to fulfill some aspect of personal ministry for which they seek a Christian educational background. The program also assists in qualifying persons for graduate studies in the field of their training.

With the hours transferred into the program, students must successfully complete the core courses (54 credit hours), practicums, senior thesis research project, and concentration area or areas for a total of 126 credit hours. Thirty credit-hours must be taken from CNC to receive the degree.

**CONCENTRATIONS FOR GENERAL STUDIES**

A concentration is an area of emphasis that a student desires to study. A minor concentration consists of a minimum of 15 hours; while a major concentration consists of a minimum of 30 hours. There are various areas of emphases from which a student may elect one or more concentrations in order to fulfill program requirements, namely:
1. Biblical Literature
2. Children’s Ministry
3. Christian Education
4. Management of Human Resources
5. Music
6. Psychology and Counseling
7. Theological Studies
8. Social Work
9. Christian School Education: (Primary or Early Childhood Care and Education)

GENERAL CORE REQUIREMENTS

All General Studies students must complete the core requirements. The Associate of Arts degree requires 50 core hours and the Bachelor of Arts degree requires 54 core hours.

Substitutions or exemptions. While some substitutions or exemptions may be made in some core courses, all students are required to fulfill the Biblical and Theological Studies requirement of 10 credit hours for the Associate of Arts and 12 credit hours for the Bachelor of Arts.

Biblical and Theological Studies (10)

BL 101 Survey of the Old Testament 3
BL 102 Survey of the New Testament 3
DT 200 Survey of Theology 3
PT 302 Spiritual Formation 3

Humanities and Philosophical Studies (18)

LA 101 Speech 3
LA 100 Research Methods 3
LA ___ Literature Elective 3
LA 330 Contemporary Communications 3
FA 100 Introduction to Fine Arts or MU 250 Music History 3
PH 200 Philosophy 3

Social Sciences (13)

HI 120 West Indian History or HI 110 Western Civilization 3
PS 111 Interpersonal Relations 3
PS 200 Introduction to Psychology 3
SO 200 Introduction to Sociology 3
SO 320 Caribbean Thought and Culture 3
Natural/Applied Sciences (9)

SC ___  Science Elective  3
MA ___  Mathematics Elective  3
IT 120  Introduction to Computers  3

Additional Requirement for B.A. Student (5)

Humanities and Philosophical Studies (3)

LA 461  Research Methods II  1
LA 462  Research Methods III  2

CONCENTRATIONS

BIBLICAL LITERATURE

This program is designed to acquaint the student with the Bible as great literature and the inspired Word of God and to help the student’s study of Scripture to be knowledgeable and life-transforming. The major is not designed for the person seeking ordination as a deacon or elder. The concentration is designed to assist the laity in Christian education in the local church.

The concentration may be combined with the Bachelor of Arts in Theology or Bachelor of Arts in Education if the student desires ordination in the Church of the Nazarene.

The student must complete all the General Studies core courses in order to receive the Associate or Bachelor of Arts degree. The Associate of Arts degree requires 50 core hours and the Bachelor of Arts degree requires 54 core hours.

While some substitutions may be made in some core courses, all students are required to fulfill the Biblical and Theological Studies requirement of 10 credit hours for the Associate of Arts and 12 credit hours for the Bachelor of Arts.

Objectives:

1. To enable the student to comprehend and clearly articulate foundational biblical truth.

2. To acquaint the student with the Bible as great literature and the inspired Word of God.
3. To cultivate the student’s knowledge of and ability to study and teach the Bible.

4. To help the student’s study of Scripture to be knowledgeable and life-transforming.

5. To foster precision in the use of language and in the analysis of meaning and truth.

6. To enable the student to develop sufficient competency in translating to be able to efficiently write a translation of Scripture passages with appropriate use of lexicons.

7. To provide the student opportunity for exegesis in the original language.

**Bachelor of Arts (32)**

- BL 200 Hermeneutics
- BL 210 Pentateuch
- BL 230 Pauline
- BL ___ Inductive Elective from the Old or New Testament
- BL ___ Elective from the Old Testament
- BL ___ Elective from the New Testament
- LA 091 Language Lab for Greek
- LA 092 Language Lab for Hebrew
- BL 301 Introduction to NT Greek I
- BL 302 Introduction to NT Greek II
- BL 401 Greek Exegesis
- BL 480 Introduction to Biblical Hebrew I

**CHILDREN’S MINISTRY**

This concentration is designed to assist the laity in Christian education activities for children in the church, Para-church organizations, and in the community.

The Children’s Ministry major is not designed for the person seeking ordination as a deacon or elder. The concentration may be combined with the Bachelor of Arts in Theology or Bachelor of Arts in Education if the student desires ordination in the Church of the Nazarene.

The student must complete all the General Studies core courses in order to receive the Associate or Bachelor of Arts degree. The Associate of Arts degree requires 50 core hours and the Bachelor of Arts degree requires 54 core hours.

While some substitutions may be made in some core courses, all students are required to fulfill the Biblical and Theological Studies requirement of 10 credit hours for the Associate of Arts and 12 credit hours for the Bachelor of Arts.
While the core and concentration include courses needed for teaching, it is not designed for public or private school teachers. Those desiring to teach in traditional Christian schools should complete the Christian School Teachers major.

Objectives:

1. To equip the student to think and work as a Christian educator with children.
2. To develop recreational and social events that lead to koinonia.
3. To prepare the student to be a servant leader who believes in, hears, involves, and empowers laity to do the work of children’s ministry.
4. To enable the student to think clearly about the claims of various psychological, philosophical and theological systems.
5. To promote positive interpersonal relationships that build the learning-teaching process.

Bachelor of Arts (34)

CE 100 Survey of Christian Education 3
CE 110 Administration in Christian Ed. 3
CE 120 Introduction to Children’s Ministry 3
EDU220 Philosophy of Education 3
CE 230 Educational Psychology 3
EDU200 Child Development 3
EDU270 Technology in the Classroom 3
CE 340 Childhood Education and Evangelism 3
PS 360 Child Guidance: Theory and Practise 3
CE 410 History, Psychology, and Philosophy of Christian Education 3
CE 440 Music, Programming, and Drama for Children 3
CE 371 Christian Education Practicum Seminar 0.5
CE 373 Christian Education Practicum Seminar 0.5
CE 373 Christian Education Practicum* NC
CE 374 Christian Education Practicum NC

*A student may participate in the practicum after completing a total of 14 credit hours in the CE core courses.

CHRISTIAN EDUCATION

This concentration is designed to assist the laity in Christian education leadership and activities in the church. It is not designed for the person seeking ordination as a Deacon or Elder in the Church of the Nazarene. The person seeking ordination should enroll in the Bachelor of Arts in Christian Education in order to fulfill the other requirements in Bible, doctrine and theology, practical theology, and history.
In order to meet general credit-hour graduation requirements, the student in the Bachelor or Arts in General Studies will need to take electives in a related field or choose a second major related to Christian Education.

Objectives:

1. To cultivate the student’s knowledge of and ability to study and teach the Bible.

2. To equip the student to think as a Christian educator and work with people of all ages.

3. To prepare the student to be a servant leader who believes in, hears, involves, and empowers laity to do the work of ministry.

4. To enable the student to think clearly about the claims of various psychological, philosophical, and theological systems.

**Bachelor of Arts (33)**

- BL 200 Hermeneutics 3
- CE 100 Survey of Christian Education 3
- CE 110 Administration in Christian Education 3
- EDU220 Philosophy of Education 3
- CE 230 Educational Psychology 3
- EDU 270 Technology in the Classroom 3
- CE 340 Childhood Education and Evangelism 3
- CE 350 Youth Education and Evangelism 3
- CE 360 Adult Education in the Local Church 3

*A student may participate in the CE practicum after completing the above core courses in CE.

- CE 371 Christian Education Practicum Seminar .5
- CE 373 Christian Education Practicum 1
- CE 372 Christian Education Practicum Seminar .5
- CE 374 Christian Education Practicum 1
- CE 410 History, Psychology, and Philosophy of Christian Education 3

**CHRISTIAN SCHOOL EDUCATION (36)**

The concentration in Christian School Education is an additional 36 hours to the CE courses in order to prepare the students to teach in Christian schools. The courses are normally offered through the online program. The internship is one semester.

The Bachelor of Arts in General Studies with a concentration in Christian School Education prepares the graduate to teach in the elementary or secondary Christian School. The courses are normally offered through the online program at Caribbean Nazarene College.
The goal of the Christian School Education program is the preparation of quality classroom teachers. The program is based on the model of “The Teacher as Holistic Developer.” The faculty seek to produce teachers who are aware of the importance of the cognitive, psychomotor, social, affective, and spiritual components of a balanced person.

The person desiring to use the Christian School Education courses to qualify to teach in government or public schools must seek approval from the local Ministry of Education in the nation they wish to serve.

Objectives:

1. To evidence basic writing, grammar, reading, computational, and technological skills.
2. To demonstrate mastery of course work in the majors, minors, and general core of the area of study.
3. To demonstrate the skills of an effective teacher.

ADDITIONAL REQUIRED COURSES FOR THE BACHELOR OF ARTS MAJOR IN CHRISTIAN SCHOOL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EDU 200</td>
<td>Child Development</td>
<td>3</td>
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<tr>
<td>EDU 201</td>
<td>Fundamentals of Reading</td>
<td>3</td>
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<tr>
<td>EDU 202</td>
<td>Early Education I: Developing the Environment</td>
<td>3</td>
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<tr>
<td>EDU 203</td>
<td>Early Education II: Developing &amp; Supervising Programs</td>
<td>3</td>
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<tr>
<td>EDU 210</td>
<td>Early Childhood Teaching Strategies</td>
<td>3</td>
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<tr>
<td>EDU 220</td>
<td>Philosophy of Education</td>
<td>3</td>
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<tr>
<td>EDU 230</td>
<td>Educational Psychology</td>
<td>3</td>
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<tr>
<td>EDU 240</td>
<td>Early Education Field Experience</td>
<td>3</td>
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<tr>
<td>EDU 250</td>
<td>Classroom Management</td>
<td>3</td>
</tr>
<tr>
<td>EDU 260</td>
<td>Language and Literacy Development of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EDU 270</td>
<td>Technology in the Classroom</td>
<td>3</td>
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<tr>
<td>EDU 300</td>
<td>Methods in Teaching Reading and Writing</td>
<td>3</td>
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<tr>
<td>EDU 301</td>
<td>Methods in Teaching Social Studies</td>
<td>3</td>
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<tr>
<td>EDU 302</td>
<td>Methods in Teaching Mathematics</td>
<td>3</td>
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<tr>
<td>EDU 303</td>
<td>Methods in Teaching Science</td>
<td>3</td>
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<tr>
<td>EDU 310</td>
<td>Education and Society</td>
<td>3</td>
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<tr>
<td>EDU 320</td>
<td>Professionalism and Administration in Education</td>
<td>3</td>
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<tr>
<td>EDU 330</td>
<td>Advanced Methods and Curriculum in Elementary Language Arts</td>
<td>3</td>
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<td></td>
<td>and Elementary Reading</td>
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<td>EDU 340</td>
<td>Methods in Teaching Creative Arts</td>
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<td>EDU 350</td>
<td>Methods for Inclusive Play-Based Programs for Preschool Children</td>
<td>3</td>
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<tr>
<td>EDU 400</td>
<td>Student Teaching (Early Childhood)</td>
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<tr>
<td>CE 340</td>
<td>Childhood Education and Evangelism</td>
<td>3</td>
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<tr>
<td>LA 352</td>
<td>Oral Spanish</td>
<td>3</td>
</tr>
<tr>
<td>PH 250</td>
<td>Values Personal and Social</td>
<td>3</td>
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</tbody>
</table>
ONLINE ELECTIVES IN CHRISTIAN SCHOOL EDUCATION

Some of the above courses may be taken online. To see when the courses are being offered, the student can liaise with the Creative Access Programme department of the Caribbean Nazarene College. The student must apply and be accepted as a student of CNC and register for the course Online Orientation before beginning the online courses.

MANAGEMENT OF HUMAN RESOURCES

The MHR program develops the human resources and management skills necessary to become a more effective manager. Classes focus on organizational behaviour, leadership, interpersonal skills, management problems, and a values-oriented management approach. The program is designed for the person with or without formal human resources experiences. The Practicum will give minimum experience in preparation for an HR career. Those who are already involved in management of human resources as a career may elect to take the practicum for 1-2 hours credit.

CERTIFICATE PROGRAM DESIGN

Normally, the MHR program and certificate courses are offered as intensive courses (18 semester hours) over 2 years (June, August, January).

The Bachelor of Arts in General Studies with a Management of Human Resources concentration may take three to four years to complete the 126 minimum credit hours for graduation. The student will take electives in related fields or choose a second related major.

Objectives:
1. To assist students in the development of technical business skills in the areas of management and human resources.

2. To encourage students to aspire for excellence in business by modelling excellence in classroom instruction.

4. To furnish the opportunity for students to learn the value and necessity of teamwork in an effective organization.

5. To train students to think critically, communicate effectively, and exercise sound business-judgment based on high ethical standards founded in Christian values.

Bachelor of Arts (36)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HR 100</td>
<td>Organizational Behaviour and Management</td>
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<tr>
<td>HR 110</td>
<td>Human Resources Administration</td>
<td>3</td>
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<tr>
<td>HR 120</td>
<td>Principles of Self Management</td>
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<tr>
<td>Or PS 140</td>
<td>Psychology of Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>HR 150</td>
<td>Business Application of Computers</td>
<td>3</td>
</tr>
<tr>
<td>HR 200</td>
<td>Human Resources Planning</td>
<td>3</td>
</tr>
</tbody>
</table>
HR 210  Human Resources Development 3
HR 260  Seminar: Current Issues in Management and Human Resources 3
HR 320  Conflict Resolution 3
HR 330  Intercultural Relations
          or ME 400 Cultural Diversity 3
HR 340  Total Quality Management (TQM) 3
HR ___  Elective 3
HR 220 Human Resources Seminar and Internship and Portfolio* 3

*A student may participate in the internship after completing the 4 core HR courses and 2 HR electives.

PORTFOLIO REQUIREMENT

In order to be better prepared for a career in the MHR profession, the student is required to produce a portfolio which is graded but which there is no academic credit assigned.

MANAGEMENT OF HUMAN RESOURCES (MHR) DEGREE SUPPLEMENT FOR THE MINISTERIAL PROGRAMS (35)

The Management of Human Resources program has a three-tiered purpose: (a) to help ministers in their managerial and human relational aspects of their task as ministers, (b) to enhance bi-vocational opportunities, and (c) to offer quality Christian instruction to lay persons so that they can be equipped in their vocation and church work. Ministerial students must complete the Bachelor of Arts in Theology or Christian Education in order to have a degree supplement.

Students will take the internship (3 hours), foundation classes (14 hours), the four core-classes, and 2 electives (5–6 hours) for a total of 35 hours.

FOUNDATION CLASSES

These courses are part of the Theology and Christian Education degree programs and are required for a double major in Management of Human Resources. These courses may count as electives only for MHR Certificate students or for students in the general studies program.

LA 330 Contemporary Communications 3
SO 320 Caribbean Thought and Culture 3
PS 111 Interpersonal Relations 3
PT 322 Church Administration 3
PT 350 Christian Leadership and Management 3

MUSIC

The Music concentration program is designed to encourage students toward responsible and effective service to the church and society through music. Career and service opportunities in music include serving as ministers of music, church soloists, pianists, and choir directors; teaching in private schools and
colleges which offer programs in vocal or instrumental music, private lessons, professional singing and playing in orchestras; and various aspects of the music industry.

Students pursuing full-time employment as a “Minister of Music” should complete the required courses in the Theology or Christian Education program and

a. Obtain at least one year of vocal study under an accredited teacher.
b. Have at least one year of experience in music ministry before applying.
c. Serve as a minister of music in a Nazarene church at the time of applying.
d. Work closely with the District Superintendent and the District Ministerial Credentials Board.

The educational philosophy of the Music Department is based on the premise that a student must experience the performing of music. Therefore, the program offers opportunities to perform with either vocal or instrumental groups on campus in addition to the basic core of music courses. The CNC Ensemble offers opportunities in vocal and instrumental experiences. The student may enroll in a practicum after completing a minimum of 4 hours of applied lessons and 14 hours of core courses.

All students enrolling in an associate or bachelor program in the music concentration must show preparatory success in piano proficiency. MU 061 Piano Proficiency may be taken (and repeated as necessary) to obtain the necessary proficiency to enter the Applied Piano Course. Students will be required to show success in a Major and a Minor musical medium (piano, voice or instrument). All Major Applied courses will consist of one hour of professor interaction per week and will receive a letter grade. They also require a minimum of three hours per week practice time. All Minor Applied courses will consist of a half hour of professor interaction per week and will receive a Pass/Fail grade. They will require a minimum of three hours of practice per week.

All music majors are required to attend the announced music recitals and concerts. No credit is given and no tuition is charged. All students in the Music Concentration are required to participate in both a Junior and Senior Recital. These Recitals (1 and 2 credits respectively) will take the place of Senior Thesis for graduating students. Thus, the student with a Music concentration will complete 43 hours in music and 52 in Core requirements.

Objectives:

1. To equip the student with the knowledge of skills and principles needed to contextualize and integrate the Gospel through Christian music so that people respond in godly worship.
2. To encourage students toward responsible and effective service to the church and society through music.
3. To provide opportunity for all students to broaden their understanding of music by:
   a. Developing a functional knowledge of the language and grammar of music.
   b. Developing the ability to hear, identify and relate aesthetically the elements of music: rhythm, melody, harmony, structure.
   c. Developing an understanding of the methods by which music is composed.
   d. Developing an acquaintance with a wide selection of music literature.
   e. Developing within the student the ability to discriminate in music.
4. To prepare students for entry-level professional activities in music.
Bachelor of Arts (43 hours)

MU 061 Piano Proficiency NC
MU 100 Church Music and Worship 3
MU 110 Recital Attendance NC
MU 111-4 Ensemble (2 credits each term 4
MU 120 Musical Structures I 2
MU 220 Musical Structures II 3
MU 121-169 Major Applied Instrument 8
MU 121-169 Minor Applied Instrument 4
MU 170 Sight Singing and Ear Training I 1
MU 171 Sight Singing and Ear Training II 1
MU 230 Introduction to Conducting 2
MU 250 Music History 3
MU 260 Church Music Practicum 2
MU 270 Junior Recital 1
MU 310 Worship Arts Administration 3
MU 470 Senior Recital 2

PSYCHOLOGY AND COUNSELING

This concentration is designed to help the student understand psychological theories and principles and to think critically about psychological issues and how they relate to other disciplines. The Bachelor of Arts student will need to take related electives or choose a second major to meet the credit hour requirements for General Studies (e.g., Christian education, management of human resources, social sciences, and sociology).

The student will be introduced to counseling methods in preparation for further study in a Master of Arts degree in psychology or counseling. The minor and major meet the minimum credit hour requirements to enter the Master of Arts in Christian Counseling at Caribbean Nazarene College.

The counseling level of a Bachelor of Arts program is not sufficient for a full-time counseling career, and the student is encouraged to continue in the area of study at a higher level. However, organizations in Trinidad do have a need for entry level counselors (abuse centres, rehabilitation centres, churches, schools, etc.) and the graduating student should plan to do the practicum in the organization where a career is sought. Normally, the organization will require a training session or orientation to the psychological and counseling needs of that particular organization.

All psychology and counseling students will be required to participate in personal counseling for a minimum of three sessions.

Objectives:

1. To equip the student with an appreciation of how to apply psychological principles to self and others in the daily habits of life.

2. To assist the student in understanding the career and service options open to psychology students.
3. To provide the background in psychology needed for those preparing for such vocations as the ministry, missions, school counseling and guidance, and teaching.

4. To encourage students toward an understanding of how God can effect change through applying psychological principles and techniques.

5. To prepare students to integrate personal faith and biblical principles with psychological theory and practice.

6. To prepare students for transition into graduate school in psychology, counseling, or related disciplines.

**BACHELOR OR ARTS (36)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>PS 140</td>
<td>Psychology of Personal Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PS 220</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 230</td>
<td>Educational Psychology</td>
<td>3</td>
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<tr>
<td>PS 300</td>
<td>Principles of Counseling</td>
<td>3</td>
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<td></td>
<td><em>One religious psychology electives</em></td>
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<tr>
<td>PS 340</td>
<td>Child Education and Evangelism</td>
<td>3</td>
</tr>
<tr>
<td>PS 350</td>
<td>Youth Education and Evangelism</td>
<td>3</td>
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<tr>
<td>PS 320</td>
<td>Conflict Resolution</td>
<td>3</td>
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<tr>
<td>PS 310</td>
<td>Pastoral Care and Counseling</td>
<td>3</td>
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<tr>
<td>PS 360</td>
<td>Child Guidance: Theory and Practice</td>
<td>3</td>
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<tr>
<td>PS 400</td>
<td>Psychological Tests and Measurements</td>
<td>3</td>
</tr>
<tr>
<td>PS 410</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PS 420</td>
<td>Guidance Counseling Techniques</td>
<td>3</td>
</tr>
<tr>
<td>PS 470</td>
<td>Counseling Internship*</td>
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</tbody>
</table>

*A student may participate in the internship after completing 15 hours in psychology/counseling.

**ONLINE COURSES**

Some of the above courses may be taken online. To see when the courses are being offered, the student can liaise with the Creative Access Programme department of the Caribbean Nazarene College. The student must apply and be accepted as a student of CNC and register for the course Online Orientation before beginning the online courses.

**THEOLOGICAL STUDIES**

This concentration is designed to introduce the student to the great philosophers and theologians and to develop an understanding and appreciation of the doctrines of the Church of the Nazarene.

A degree completion student may elect to receive a Bachelor of Arts in General Studies with a concentration in theological studies and one other area as a major.
Objectives:

1. To introduce the student to the great philosophers and theologians.
2. To develop the student’s critical abilities to evaluate truth claims of thought systems.
3. To develop an understanding and appreciation of the doctrines, tradition, and mission of the Church of the Nazarene.

**BACHELOR OF ARTS (37)**

CE100 Survey of Christian Education 3
PT101 Spiritual Formation I 1
PT211 Introduction to Homiletics 3
PT310 Pastoral Care and Counselling 3
PT312 Expository Preaching 3
PT322 Church Administration 3
PT350 Christian Lead. & Mgt. 3
PT342 Ministerial Practicum Seminar 1
PT344 Ministerial Practicum II NC
PT302 Spiritual Formation II 2
BL200 Hermeneutics 3
BL210 Pentateuch OR 3
- BL230 Pauline Epistles
DT320 Doctrine of Holiness 3
ME250 Evangelism and Missions OR 3
- ME350 Church Planting and Growth

Students who complete the classes in a concentration at the Bachelor’s degree level may qualify for a certificate, if not enrolled in an Associate or Bachelor’s degree program and pre-requisites and qualifications for pre-requisites have been met.

**SOCIAL WORK CONCENTRATION** (See B.A. in Social Work for details)

**SOCIAL WORK (45)**

SW100 Social Work Orientation NC
SW 101 Introduction to Social Work 3
SW111 Theory & Practice of Social Work I 3
SW 112 Ethics & the Law for Social Workers 3
SW 101 Introduction to Statistics 3
HR 100 Organizational Behaviour & Management 3
SW 211 Theory & Practice of Social Work II 3
SW 304 Social Disability Studies 3
SW311 Theory & Practice of Social Work III 3
SW315 Residential Social Work 3
SW343 Family and Child Welfare 3
SO 202 Survey Design & Analysis 3
STUDY SKILLS PROGRAM

The study skills program is a support system available for the entire academic resident programs providing students with learning opportunities in the following areas:

1. **LA 070 Academic Study Hall (NC)**
   The Academic Study Hall is assigned by the Dean of Academic Affairs on the recommendation of the Registrar or Faculty. Study Hall is usually equired of all those who are on academic alert, warning, or probation. Attendance is taken by the Librarain. May be repeated.

2. **IT 100 Orientation to Online (1)**
   A two-week course designed to assist the student who wishes to take an online course from Nazarene Bible College, Colorado, USA.

3. **IT 120 Introduction to Computers (3)**
   All new student are required to complete an orientation to computers class or show documents of having an equivalent experiential learning. Students participate in activities to do Internet research, communicate by email, and write college papers.

4. **LA 071-072 Basic Oral English, Reading and Writing Skills (1 each)**
   Students whose first language is not English may be required to attend a lab for English as a Second Language (ESL) students. May be repeated.

5. **LA 081 English Language (3)**

6. **LA 091-092 Fundamental English Lab (1 each)**
   An English Lab of grammar and syntax is required for students currently enrolled in a Greek or Hebrew class. Students who have a high degree of skill in English grammar and syntax may be excused from the lab with the permission of the instructor and Academic Dean.

7. **LA 100 Writing and Research (3)**
   All new students are usually required to take three hours of Writing and Research in order to improve skills for writing term papers, book reports, and essays.

DECENTRALISED CONTINUING STUDIES PROGRAM

The Church of the Nazarene offers choices for ministerial preparation. These allow a more flexible approach to prepare laity and ministers to lead in national churches across the Caribbean. CNC offers the following primarily through the Decentralised Continuing Studies Programmes (DCSP):

- Diploma in Ministerial Studies (90)
- Diploma in Christian Education Ministry (90)
- Certificate of Biblical Studies (60)
- Certificate of Church Ministries (30)
  - Biblical Literature
  - Children’s Ministry
  - Christian Education
  - Music
  - Management of Human Resources
  - Psychology and Counselling
  - Theological Studies
  - School Education with emphases in: Early Childhood Education and Primary School Education
  - Christian Studies

Should a ministerial student find it necessary to move from a residential CNC program to the DCSP track, all relevant CNC courses will be transferred to the DCSP level.

Qualified students who have begun at the DCSP level may receive some transfer of credit to a residential CNC program. Such transfer is not guaranteed, and assessment is made on a case-by-case basis. Normally, these courses transfer to CNC as 1 DCSP credit = .667 semester hours at CNC (e.g., 3 DCSP hours = 2 semester hours at CNC). A letter grade of D will not transfer into the traditional programs at CNC. The Dean of Academic Affairs will study the transcript and determine the transfer credit.

Students who desire to receive Bachelor of Arts credit while taking a DCSP course should apply formally as a student at CNC, register for the course through CNC, and fulfil the extra reading and research requirement. Only the first two years of the DCSP program can be taken in this manner. Students must do the last year of the diploma at CNC with other university level students.

For more information or to request a Catalogue for these programs, the prospective student should contact the local DCSP coordinator or the DCSP Director at CNC.

**LIFELONG LEARNING AND CEU CREDIT**

Continuing Education Credit (CEU) is designed for men and women who are active in the ministry of the Church of the Nazarene. The whole idea of the CEU is to provide a systematic means for the upgrading of professional people, official recognition, and permanent recording. All assigned ordained, district and local licensed ministers qualify for CEU.

CNC is one of the primary facilitators of CEU credit in the Caribbean Region. In January of each year, CNC invites ministers across the region in the CNC educational zone to participate in continuing education events. These events satisfy the definition of the Continuing Education Unit (CEU), which is “ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.”

The standard CEU credit is given on the basis of one credit per ten contact class hours. This means an actual classroom situation, in which attendance is required. An hour is not to be less than 50 minutes. When attendance is the only requirement for credit, any absenteeism whatsoever should forfeit credit, unless compensated by special assignments of reading or writing, determined by the instructor or facilitator.
CNC keeps records of attendance for ministers registered for credit, and will collect any written reports or other substantive evidence of completion, which may be required by the instructor or facilitator.

After the continuing education seminar, CNC will send to each relevant District Ministerial Studies Board a list, of all ministers, including addresses, to whom credits are to be granted. Only ministers who qualify for CEU credits shall be listed. (Sourcebook for Ministerial Development, 440.19-440.20.4)

GUIDE TO COURSE NUMBERINGS

Each course is designated by a combination of letters and numbers. The letters indicate the specific subject or general division within which the course is offered; the numbers indicate the level at which the course is offered.

-000– Denotes a preparatory course for which no degree credit is given. Credit for these courses toward other programs may be given at the discretion of the Academic Dean with the approval of the faculty.

100– Denotes courses designed primarily for first-year students.

200– Denotes courses intended for second-year students and students in the associate program which usually require the completion of pre-requisite courses at the 100 level.

300– Denotes courses intended for the final year of the diploma and certificate programs, and other courses normally taken in a student’s third year.

400– Denotes courses designed for the final year of the Bachelor programs.

d– Denotes diploma level credit only. Included with the course number on the transcript to indicate lesser course requirements than the Bachelor program credit.

NC– Denotes a course for which no credit hours are given; A charge may be applied. However, the course may be required for graduation from a program.

Courses designated with hyphenated numbers (BL 301-302) extend through two terms. In such cases, the course denoted by the first number is a pre-requisite for the course denoted by the second number.

Courses separated by commas (MU 111, 112) extend through two terms but students may take the second course thus designated without having taken the first.

The following pattern is observed in the numbering of courses:

a. Course numbers ending with 0 or 3 may be offered in any semester; course numbers ending with 1 are customarily offered in Semester I; and course numbers ending with 2 are offered during Semester II. The number of credit hours for each is shown within parenthesis after the course title.
b. Few of the courses are offered yearly. Most of the courses are offered every two years; some are offered every three years. The rotation of courses may mean that a student will take a 300-level course in his/her second year, or a 200-level course in his/her third or fourth year. The College reserves the right to withhold from the schedule any course not required for graduation whenever the student demand is insufficient to warrant its offering.

KEY LETTERS USED IN COURSE NUMBERINGS

BL  Biblical Literature and Language
CE  Christian Education
CH  Church History
DT  Doctrinal Theology
EDU Education/Christian School Education
FA  Fine Arts
IT  Informational Technology
HI  History
HR  Management of Human Resources
LA  Language Arts
ME  Missions and Evangelism
MU  Music
PH  Philosophy
PO  Politics
PS  Psychology and Counseling
PT  Practical Theology
RE  Religious Education
SC  Science
SO  Sociology
SW  Social Work

The following pattern is observed in the designation of Online and Distance Learning programme (ODL) courses and may be included with the course number on the transcript:

C   indicates that the course was an ITS cassette/cd course
E   indicates that the course was taken by examination
I   indicates that the course was taken by Internet access
O   indicates that the course was taken Online
P   indicates that the course was given through prior learning
T   indicate that the course was taken with a tutor
X   indicates that the course was taken by directed study.
BIBLICAL LITERATURE

BL 101 Survey of the Old Testament (3)
A survey of the content and message of the Old Testament, its literary characteristics, origin and development, geography, and the social and religious milieu. A pre-requisite for all BL courses except BL 102.

BL 102 Survey of the New Testament (3)
A survey of the content and message of the New Testament, its literary characteristics, origin and development, geography, the intertestamental period, and the social and religious milieu of the times of Christ and the early Church. A pre-requisite for all BL courses except BL 101.

BL 200 Hermeneutics (3)
A brief survey of the history of Biblical interpretation followed by an introduction of various methods, principles, and tools of biblical exegesis with attention given to how to develop and present an exegetical study. Some emphasis will be given to interpreting the prophetic writings. A pre-requisite for all BL courses except BL 101 and 102.

BL 210 Pentateuch (3)
A study of the historical background and theological content of the first five books of the Old Testament focusing primarily on the theological interpretation of Israel’s origin and early history and the concepts of creation, sin, covenant, election, and redemption. Pre-requisite: BL 200.

BL 220 Synoptic Gospels (3)

BL 230 Pauline Epistles (3)
A study of the historical and cultural backgrounds and the theological teachings of Paul as presented in his epistles. Emphasis will be placed on the application of Pauline principles to specific church situations as well as their importance to the Christian community as a whole. Pre-requisite: BL 200.

BL 240 Major and Minor Prophets (3)
A study of the time, character, and message of the Old Testament Prophets: Isaiah, Jeremiah, Ezekiel, Daniel, Hosea, Joel, Amos, Obadiah, Jonah, Micah, Nahum, Habakkuk, Zephaniah, Haggai, Zechariah and Malachi. Attention is given to the nature and role of prophets, the phenomena of prophecy, and the major themes of prophetic preaching, and how these apply to contemporary ministry and preaching. Pre-requisite: BL 200.
BL 301-302 Introduction to New Testament Greek I and II (3 each)
An introduction to the grammar and syntax of New Testament Greek with emphasis upon forms and vocabulary. Pre-requisite: BL 200. LA 091/092 may be required.

BL 310 Historical Books (3)

BL 320 Acts (3)

BL 330 Jesus of Nazareth (3)
An in-depth study of historical, geographical, and theological factors as they converge in the life of Jesus as portrayed in the four Gospels. Critical issues relating to chronology and doctrine will be explored. Pre-requisite: BL 200.

BL 340 Hebrews and General Epistles (3)
A study of the Epistle to the Hebrews in relation to the Old Testament, the centrality of Christ, and the doctrine of holiness; the message and theological implications of the epistles of James, I and II Peter and Jude. Pre-requisite: BL 200.

BL 350 Isaiah (3)

BL 360 Mark (3)

BL 401 Greek Exegesis (3)
Translation of selected passages in the Greek New Testament with an introduction to textual criticism. Pre-requisite: BL 200, 301, and 302.

BL 410 Johannine Writings (3)

BL 420 Jeremiah (3)

BL 450 Poetic and Wisdom Literature (3)
An examination of the literary form of Hebrew poetry and wisdom, the social and religious milieu out of which these forms grew, and the theological significance of the books of Job, Psalms, Proverbs, Ecclesiastes, and Song of Songs. Special attention will be given to the meaning and cultic use of the Psalms. Pre-requisite: BL 200
BL 460 Romans (3)
An inductive study of the book of Romans, exploring its historical, theological, and ethical significance for our times. Pre-requisite: BL 200.

BL 470 Hebrews (3)

BL 480 Introduction to Biblical Hebrew (3)
An introduction to the basic grammar of Biblical Hebrew with emphasis on accidence and vocabulary-building necessary for translation. Pre-requisite: BL 200.

CHRISTIAN EDUCATION

CE 100 Survey of Christian Education (3)
An introduction to the teaching ministry of the church. This includes a survey of the history of Christian education, organizational and administrative guidelines, curriculum and objectives of the Sunday School, biblical leadership roles, and creative need-oriented education for the future. A pre-requisite to all other CE courses.

CE 110 Administration in Christian Education (3)
A study of the principles of organization and administration of the educational ministries of para-church organizations and of the local church with emphasis upon the structural organization of the Sunday School. This course is designed to assist local and district church leaders in the efficient administration of educational ministries which equip the church for fulfilling its mission. Pre-requisite: CE 100.

CE 120 Introduction to Children’s Ministry (2)
A study of the characteristics of children; an introduction to their spiritual needs and their development; the challenge of the church in meeting their total needs. This course is designed to assist children leaders in the development of programs and efficient administration of camps, VBS, children’s church, activities and programs for children. Pre-requisite: CE 100.

CE 130 The Ministry of Compassion (3)
An introductory course into the background of compassionate ministry and the areas of possible ministry development. Pre-requisite: CE 100 or special permission of Academic Dean.

CE (PH) 220 Philosophy of Education (3)
An historical and comparative study of the major philosophical positions in education in relation to biblical and theological foundations, with attention given to significant Christian educators. Pre-requisite: CE 100.

CE (PS) 230 Educational Psychology (3)
An historical and comparative study of the major psychological positions in education with attention given to significant Christian educators. This would include developmental tasks and learning styles at various age-levels. Pre-requisite CE 100 can be waived.
CE 240 Foundation of Youth Ministry and Leadership (3)
A course on the development of youth ministry. Particular attention is given to understanding youth, to the development of a philosophy of youth ministry, and to the organization of comprehensive ministry. Pre-requisite: CE 100.

CE 250 Youth and the Media (3)
An analysis of the effect of media on youth and means to counteract the destructive elements. The proper ways of using the media and youth will be explored. Pre-requisite: CE 100.

CE 260 Directing a Youth-Mentoring Program (3)
A course designed to examine and develop a youth-mentoring program on an individual and group basis. Student should be prepared to organize and direct such a program. Pre-requisite: PS 200 or CE 240.

EDU 270 Technology in the Classroom (3)
A course designed to ground the Christian teacher in sound materials evaluation and the use of multi-media resources within the educational ministries of the church, e.g., Sunday School, and Caravan. It is specifically designed to give the teacher instruction and practical experience in the selection, utilization, production, and evaluation of instructional audio-visual media. Pre-requisite: CE 100.

CE 300/PS 300 Principles of Counseling (3)
A study of the theories and techniques of personal counseling.

CE 340 Childhood Education and Evangelism (3)
A survey of childhood development, psychology, and learning theories in relation to the objectives of Christian education, recruitment and training of children’s workers, the materials and methods for evangelism, and the discipleship and teaching of children up to 12 years of age. Opportunities for practical experience will be given on how to win, nurture, and disciple this group for Christ through the various children’s ministries of the church. Pre-requisites: CE 100, 220 & 230 or permission of instructor.

CE 350 Youth Education and Evangelism (3)
A survey of adolescent psychology and learning theories in relation to the objectives of Christian education, the nature, and developmental needs of young people ages 13-19, the organization, recruitment and training of youth workers, materials and methods for effective evangelism, discipleship and teaching this age group, and the unique role of the youth leader. A planned practicum is included to combine the practical and theoretical aspects of this course. Pre-requisites: CE 100, 220 & 230 or permission of instructor.

CE 360 Adult Education in the Local Church (3)
A survey of the nature and needs of young, middle, and senior adults, the organization, development of materials and methods to evangelize, disciple, and teach this age group. Attention will be given to ministries which involve adults, such as singles, family and marriage enrichment, small groups, senior adults, men’s and women’s ministries and service projects. Pre-requisites: CE 100, 220 & 230.

CE 371, 372 Christian Education Practicum Seminar (.5 each)
A bi-monthly seminar to review and discuss all aspects of the practicum experience. Required for all students engaged in a unit of Christian Education practicum.
CE 373, 374 Christian Education Practicum I and II (NC)
Guided instruction and practical experience in the area of Christian education in a local church, on the district level, or in a para-church type organization. All assignments undertaken must have the instructor’s prior approval. Both units are to be taken concurrently with CE 371. The first session of the Seminar must be completed prior to commencing the assignment. A student may participate in the practicum after completing a total of 14 credit hours in the CE core courses.

CE 400 Seminar: Christian Education (1 or 2)
An extensive guided research in distinctive areas of Christian education. Topics are chosen in relation to the special competence of the faculty as well as current interests and needs. Pre-requisites: CE 100, 220 & 230.

CE 410 History, Psychology, and Philosophy of Christian Education (3)
A capstone course for CE majors integrating elements of history, psychology, philosophy, and theology of CE into the Church's response to the Great Commission command to teach. Specifically, scriptural principles, major goals, methods, organization, and works which are relevant to Christian education today will be examined in order to assist the student to develop a personal philosophy/theology of Christian education. Pre-requisites: CE 100, 220, 230, and at least two age-level courses (CE 340, 350, or 360).

CE 430 Youth and Contemporary Culture (3)
A comprehensive study of the culture influencing youth, specifically, scriptural principles that affect the youth today.

CE 440 (MU) Music, Programming, and Drama for Children (2)
A course for teachers of children or children ministers who desire to assist children in a learning environment or worship service. A practicum is included in the course requirements.

CE 450 Programming Youth Ministries (3)
An overview of programming for youth in the local church. Special emphasis is given to Sunday ministries and the Sunday church school experience. Para church organizations will be discussed.

CE 460 Youth-Programming Workshop (1)
Participation in a workshop or conference. Pre-conference reading and group work occurs during and after the event.

CE 461-462 C.E. Senior Thesis Research Project (1 each)
All final-year B.A. Christian Education students are required to conduct a research project on a topic directly related to some aspect of ministry in the Caribbean context, integrating findings with the content of their course of study. A faculty advisor will give direction to the student.

CE 475 Seminar and Practicum in Youth Ministries (NC)
A practicum to summarize all the courses and activities the student has studied in the youth leadership concentration. The student may participate in the practicum after completing five core CE courses and a counseling course.
CHURCH HISTORY

CH 200 Heritage of the Church of the Nazarene (3)
A survey of the history and development of the International Church of the Nazarene, including its missionary movement, with special emphasis given to the Caribbean development from its inception to the present.

CH 201 Denominational History & Readings (3)
A course of research and readings in the history of a particular denomination. Designed for students affiliated with denominations other than the Church of the Nazarene and offered on demand in lieu of CH 200.

CH 301 Christian Heritage I (3)
A study of the history and theology of the Christian Church from the Apostolic period up to the Reformation, with emphasis upon the development of Western Christianity. The social, political, and historical context of Western Civilization in relation to key persons, events, and doctrinal developments within Christianity will be highlighted.

CH 302 Christian Heritage II (3)
A continuation of Christian Heritage I, from the Reformation to the Modern era. A unit will be given to the inception and development of Christianity in the Caribbean.

DOCTRINAL THEOLOGY

DT 200 Survey of Theology (3)
An introductory study of the fundamental doctrines of the Christian faith from a Biblical basis, with special attention to theological issues confronting the Caribbean, in order to equip the student personally and for ministry.

DT 311 Theology I (3)
A systematic and comprehensive study of the major Christian doctrines examined in the light of their Biblical foundations, historical development, philosophical presuppositions and practical applications. Special emphasis will be given to theological issues impacting the Caribbean. The following doctrinal areas will be explored: revelation and inspiration, the being and nature of God, creation, man and sin. Pre-requisite: DT 200.

DT 312 Theology II (3)
A continuation of Theology I. The following topics will be examined: Christology, pneumatology, the Church, the sacraments, and eschatology. Pre-requisites: DT 200 and 311.

DT 320 Doctrine of Holiness (3)
DT 410 Contemporary Theology (3)
A survey of selected theologians and theological movements from Schleiermacher through the twentieth century which responds to the questions they sought to address and the controversial issues raised. Pre-requisites: DT 200, 311, and 312.

DT 430 Wesley’s Life and Thought (3)
A comprehensive study of the history and development of Wesleyan theology based on the sermons and written works of John Wesley. The course is designed to give the student a working knowledge of John Wesley’s order of salvation and its relevance for our times. Pre-requisites: DT 200, 311, and 312.

CHRISTIAN SCHOOL EDUCATION (EDU)

EDU 200 Child Development (3)
An intense study of the developmental process of childhood. Emphasis is given to some of the major, present-day development theories and their application in dealing with children.

EDU 201 Fundamentals of Reading (3)
An in-depth study of the essential components necessary for developing the literacy capabilities of young, pre-K-2, children. Emphases include understanding language development and the reading process, emergent literacy, phonemic awareness, phonics decoding skills, and comprehension skills. The course also explores approaches to teaching reading, classroom organization, the reading/writing connection, and assessing and monitoring reading progress.

EDU 202 Early Education I: Developing the Environment (3)
A course designed to prepare the teacher to provide a safe, healthy environment that advances the physical, intellectual, and spiritual development of young children; while encouraging social and emotional development. Utilizing professional resources and the development of a biblical philosophy of early education will also be emphasized.

EDU 203 Early Education II: Developing & Supervising Programs (3)
A course designed to prepare the student for the development and day-to-day operation of early childhood programs. Emphasis will be placed on a biblical perspective and philosophy of the preschool as part of ministry of the church. Ways to develop productive relationships with the community and families will be explored. Appropriate assessment and communication strategies will be identified as an integral part of the child/family/center relationship. Maintaining a commitment to professionalism through networking and professional organizations will be encouraged.

EDU 210 Early Childhood Teaching Strategies (3)
A survey of the principles and practices relevant to educating the young child. The course examines components of a developmentally appropriate learning environment and emphasizes implementation of integrated, thematic curricula in pre-K-2.

EDU 220 Philosophy of Education (3)
A study of the historical and philosophical foundations of Christian Education. Special attention is given to the Christian School movement.
EDU 230 Educational Psychology (3)
Students explore learning from perspectives of behavioral, cognitive and human psychology, centering on such topics as developmental stages, intelligence, culture, mainstreaming, motivation, evaluation, and classroom discipline. Focus is divided between learners as individuals and learners as a part of a group.

EDU 240 Early Education Field Experience (3)
A supervised teaching experience in an early childhood setting.

EDU 250 Classroom Management (3)
An in-depth study of classroom management principles for elementary teachers. Topics include proactive strategies, teaching new behaviors, strengthening existing behaviors, maintaining changed behaviors, and reducing or eliminating undesirable behaviors. Students will learn how to observe behavior, collect data, and use it in decision making, develop programs for behavioral change, and counsel with parents and students. Methods of monitoring learning for individuals and classrooms will be implemented.

EDU 270 Technology in the Classroom (3)
An overview of the use and integration of technology in education. Emphasis will be on the use of the computer and the role of new and emerging educational technologies. Attention will also be given to the preparation of educational resources including displays and bulletin boards. Attention will be given to elementary, middle, and secondary classes.

EDU 260 Language and Literacy Development of the Young Child (3)
An introduction to speech and language development of young children and teaching practices that support language and literacy development. Typical and atypical language development and the factors that influence that development are emphasized. Included is the role of the teacher in supporting language and planning and implementing developmentally appropriate activities and instructional materials. Topics will include: Integrated approaches, listening, speaking, reading, writing, and literature response. Prerequisite: EDU 202 Early Education I and EDU 240 Early Education Field Experience.

EDU 300 Methods in Teaching Reading and Writing (3)
Focus on the integration of reading, writing instruction, and the arts throughout the elementary curriculum. Emphasis is placed on the objectives, developmental skills, material, techniques, and the processes of assessing, diagnosing, and correcting reading and writing. Instruction includes a holistic view of literacy development.

EDU 301 Methods in Teaching Social Studies (3)
This course is designed to provide a broad variety of research-based methods for teaching social studies in the classroom. Social studies standards will be presented with an emphasis on teaching across the curriculum with literature based thematic units. Various assessment techniques that reflect multicultural, technological, and geographical connections will be explored.

EDU 302 Methods in Teaching Mathematics (3)
Focus on current trends, strategies, and materials for teaching mathematics in elementary grades.

EDU 303 Methods in Teaching Science (3)
This course focuses on current trends, strategies and materials for teaching science in the elementary classroom. Science standards will be presented with emphasis on a project-based science instruction
approach. Current research in teaching methods will be explored and interdisciplinary teaching techniques presented.

**EDU 310 Education and Society**
This Course is designed for students at the undergraduate level to develop a knowledge of the education content and process within Trinidad and Tobago. It will challenge participants towards transformational thinking with the view to their educating a generation of students in civic consciousness and national development.

**EDU 330 Advanced Methods and Curriculum in Elementary Language Arts and Elementary Reading (3)**
Methods of reading and language arts applied across the curriculum in upper elementary grades. Topics include: integrated approaches, curriculum planning, listening, speaking, reading, writing and literature response. *Prerequisite: Fundamentals of Reading or Methods in Teaching, Reading and Writing.*

**EDU 340 Methods in Teaching Creative Arts (3)**
This course is designed to examine the content and methods available to facilitate children’s expression through art, music and dramatic play within childcare, educational and academic settings. Specific attention will be given to a variety of materials and experiences suitable for creative artistic expression of the young child. The use of various media to provide opportunities for expression and exploration will also be emphasized. *Prerequisite: EDU 240 Early Education Field Experience.*

**EDU 350 Methods for Inclusive Play-Based Programs for Preschool Children (3)**
This course provides theory and practical experience in creating safe and healthy play environments and programs for young children. The course will also examine basic principles and techniques for implementing developmentally appropriate, play-based curriculum. A developmental and family-centered perspective will be the focus for determining individual responses to the guidance of young children.

**EDU370 Integrating Basic Skills for the Young Child (3)**
This course explores nature and science curricula appropriate for young children. Students develop a hands-on science curriculum and to help children discover the world around them. As a result the course is designed to explore the acquisition of knowledge and skills related to the methods for helping children learn about the physical world. Early childhood educators will investigate the interrelationship of math and science, and explore an organized, sequential approach to creating a developmentally appropriate math and science curriculum for preschool children in an educational setting.

**EDU 400 Student Teaching – Elementary (2, 3, 4, 6)**
A supervised teaching experience in an elementary school classroom. *Prerequisite: Completion of the CSE major block course requirements.*

**EDU 4073 Issues in Education (3)**
An opportunity to study current issues in the field of education. Topics may vary. (May be repeated with different study.) *Prerequisites: 15 hours of Education courses.*
EDU-5081, 5082, 5083 – Issues in Online Education (1-3)
An elective course offering the opportunity for an in-depth study of a particular theme related to online education. (May be repeated with a different study.)

EDU-500 – Introduction to Online Teaching (3)
A graduate-level study that examines the role of the online facilitator in a highly interactive, fully online, e-learning program. Emphasis is placed on developing the online learning community; building the skills to effectively employ online learning strategies; managing the online class; and implementing new or modifying existing curricula. Prerequisite: Completed bachelor’s degree or permission of the instructor.

EDU-501 – Advanced E-Learning Techniques (3)
An advanced graduate-level study concerning the use of various technology tools available in an e-learning delivery system. Emphasis will be placed on the educational benefits of the tools and how to best incorporate them into the course design. Prerequisite: Completed bachelor’s degree or permission of the instructor.

LA 101 Speech Rhetoric (3)
A study of the principles and practices of effective human communication, with emphasis placed on public speaking. This course stresses critical thinking and skill development necessary for effective speech. Listening skills are included in the study. A pre-requisite for PT 211.

LA 100 Research Writing Skills (3)
A course which emphasizes the development of clear, logical prose style through analytical reading and writing assignments drawn from across academic disciplines. Also included are library orientation and bibliographical methods leading to the writing of a research paper related to academic fields. Included in this course is a lab component designed to assist the student in the overall process and nature of editing a piece of writing.

LA 240 West Indian Literature (3)
An intensive study of selected literature of the West Indies, especially of recent writers, with emphasis upon the influential social, political, religious and literary contexts.

LA 330 Contemporary Communications (3)
A course intended to familiarise the student with a variety of media and communications resources, in order to enhance and facilitate efficient practise of ministry and communication of the Gospel in modern society. Pre-requisites: LA 101, 111, and 112.

FA 100 Fine Arts (3)
A course designed to serve as an introduction to the stylistic character and cultural climate of the important art and music epochs of Western Civilization and in the Caribbean.

FA 250 (MU) Music History(3)
An introduction to various forms of vocal and instrumental music with attention given to developing an awareness of styles and formal procedures through the study of representative works. A study of Caribbean forms of instruments and styles of music will be incorporated.
PH 200 Philosophy (3)
An introduction to the major philosophical systems, central problems, and nature of philosophical investigation as reflected in major works in an effort to assist the student in understanding and formulating a personal philosophy of life. In this unit, attention will be given to the Biblical and theological foundations, to alternative viewpoints, to principles of moral reasoning, and to a consideration of contemporary moral issues, particularly as related to the Caribbean context.

PH 250 Values—Personal and Social (3)
A course in which students formulate a philosophy of life, providing a foundation for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, international relations, and classroom discussion.

CE 461-462 C.E. Senior Thesis Research Project (1 each)
All final-year B.A. Christian Education students are required to conduct a research project on a topic directly related to some aspect of ministry in the Caribbean context, integrating findings with the content of their course of study. A faculty advisor will give direction to the student.

SOCIAL SCIENCES

HI 110 Western Civilization (3)
A survey of the historical development of the western world from 1500 to the present with attention given to the religious, political, and social influences of the time which have defined the concepts of humanity and society for the contemporary world.

HI 120 West Indian History (3)
A survey of the background and development of the peoples and countries of the West Indies from colonial times to the present.

PS 111 Interpersonal Relations (3)
A consideration of the principles of good interpersonal relations, e.g., verbal & non-verbal communication, listening, understanding, and controlling emotions, conflict management, etc. The aim is to help the students to better understand themselves, their strengths and weaknesses, as well as to help them seek better ways of understanding and relating to others.

HR 330 Intercultural Relations (3)
A course in which the influence of intercultural issues in the workplace is considered in a theoretical framework. The aim of this course is to impart sociological understanding of cultural diversity and how that understanding can enhance business and organizational relationships.

PS 200 Introduction to Psychology (3)
An introduction to the basic theories and principles of human behaviour and psychological development, and the integration of psychology and the Christian faith. Some focus will be given to the psychological dimension of various addictions and behaviours in the Caribbean, including how to identify and deal with these issues.
PS 400 Psychological Tests and Measurements (3)
A course which surveys the most widely used individually administered intelligence tests: Kaufman, Myers Briggs, etc.

PS 260 Developmental Psychology (3)
This course presents an overview of the developmental issues and crises from conception through senior adulthood. Socio-cultural and other influences will be examined.

SO 200 Introduction to Sociology (2)
An introduction of the forms, functions, and institutions of society with practical attention to West Indian societies, current sociological issues, and the Christian’s role and response.

SO 320 Caribbean Thought and Culture (3)
An exploration of the anthropological and sociological concerns pertinent to the Caribbean, including religions of the Caribbean. The unique features of Caribbean thought and culture, the contributions of significant historical figures, and key similarities and differences among Caribbean peoples will be examined in an effort to identify key trends and ideas in Caribbean society, and to understand how these may be used to the advantage of the minister and the church.

NATURAL/ APPLIED SCIENCES

MA 230 (HR) Statistical Methods and Research (3)
This course is a study of problem analysis and evaluation techniques within a given environment. Students are shown methods for defining, researching, analysing, and evaluating a problem requiring solution within their work or a vocational environment. Specific statistical information covered in the course includes developing and measuring objectives, collecting data, working with significant levels, analysing variance, and constructing questionnaires.

SC 320 Current Issues in Science and Religion (3)
A study of the methodologies and presuppositions in some of the relationships of science and Christian belief within the context of world-views. Past and present illustrative specific issues will be explored in this regard, e.g., origins and evolution, the biomedical revolution and bioethics, genetics, environment, creatinism etc.

IT 120 Introduction to Computers
A practical laboratory course that provides an introduction to the use of computers including a basic understanding of computer structure and operation. An introduction to the Windows operating system, the Internet and the use of computers as a tool in academic work will be presented. Various programs will be demonstrated along with their usage in practical applications.

IT 100 Online Orientation
A course designed to prepare a student to learn in the online e-learning environment. This course will explore the various technologies used in the online delivery system, discuss proven methods for doing successful online work, review all the college policies related to online courses and demonstrate various research techniques using the college library and other resources available to online students. Students will demonstrate their ability to do online work by completing all assignments successfully.
PROFESSIONAL EDUCATION

EDU 250 Classroom Management (3)
This course is an in-depth study of classroom management principles for elementary teachers. Topics include proactive strategies, teaching new behaviors, strengthening existing behaviors, maintaining changed behaviors, and reducing or eliminating undesirable behaviors. Student will learn how to observe behavior, collect data and use it in decision-making, develop programs for behavioral change, and counsel with parents and students. Methods of monitoring learning for individuals and classrooms will be implemented.

EDU 201 Fundamentals of Reading (3)
This course is an in-depth study of the essential components necessary for developing the literacy capabilities of elementary children. Emphases include understanding language development and the reading process, emergent literacy, phonemic awareness, phonics decoding skills, and comprehension skill. The course also explores approaches to teaching reading, classroom organization, the reading/writing connection, and assessing and monitoring reading progress.

EDU 300 Methods in Teaching Reading and Writing (3)
Focus on the integration of reading, writing instruction, and the arts throughout the elementary curriculum. Emphasis is placed on the objectives, developmental skills, material, techniques, and the processes of assessing, diagnosing, and correcting reading and writing. Instruction includes a holistic view of literacy development.

EDU 330 Advanced Methods and Curriculum in Elementary Language Arts and Elementary Reading (3)
Methods of reading and language arts applied across the curriculum in upper elementary grades. Topics include: integrated approaches, curriculum planning, listening, speaking, reading, writing and literature response. Pre-requisite: Fundamentals of Reading.

EDU 301 Methods in Teaching Social Studies (3)
This course is designed to provide a broad variety of research-based methods for teaching social studies in the classroom. Social studies standards will be presented with an emphasis on teaching across the curriculum with literature-based thematic units. Various assessment techniques that reflect multicultural, technological, and geographical connections will be explored.

EDU 302 Methods in Teaching Mathematics (3)
Focus on current trends, strategies, and materials for teaching mathematics in elementary grades.

EDU 303 Methods in Teaching Science (3)
This course focuses on current trends, strategies, and materials for teaching science in the elementary classroom. Science standards will be presented with project based science instruction approach. Current research in teaching methods will be explored and interdisciplinary teaching techniques presented.

EDU 340 Methods in Teaching Creative Arts (3)
This course is designed to examine the content and methods available to facilitate children’s expression through art, music and dramatic play within childcare, educational and academic settings. Specific attention will be given to a variety of materials and experiences suitable for creative artistic expression of
the young child. The use of various media to provide opportunities for expression and exploration will also be emphasized. Prerequisite: EDU 240 Early Education Field Experience.

**EDU 350 Methods for Inclusive Play-Based Programs for Preschool Children (3)**
This course provides theory and practical experience in creating safe and healthy play environments and programs for young children. The course will also examine basic principles and techniques for implementing developmentally appropriate, play-based curriculum. A developmental and family-centered perspective will be the focus for determining individual responses to the guidance of young children.

**EDU 260 Language and Literacy Development of the Young Child (3)**
An introduction to speech and language development of young children and teaching practices that support language and literacy development. Typical and atypical language development and the factors that influence that development are emphasized. Included is the role of the teacher in supporting language and planning and implementing developmentally appropriate activities and instructional materials. Topics will include: Integrated approaches, listening, speaking, reading, writing, and literature response. Prerequisite: EDU 202 Early Education I and EDU 240 Early Education Field Experience.

**EDU 370 Integrating Basic Skills for the Young Child (3)**
This course explores nature and science curricula appropriate for young children. Students develop a hands-on science curriculum and to help children discover the world around them. As a result the course is designed to explore the acquisition of knowledge and skills related to the methods for helping children learn about the physical world. Early childhood educators will investigate the interrelationship of math and science, and explore an organized, sequential approach to creating a developmentally appropriate math and science curriculum for preschool children in an educational setting.

**EDU 400 Student Teaching - Elementary (4)**
A supervised teaching experience in an elementary school classroom. A student participating in student teaching internships must have completed six core education courses. (A minimum of 100 hours of teaching practice)

**EDU 403 Special Topics in Education (3)**
This is an opportunity to study current issues in the field of education in the Caribbean. Topics may vary. This may be repeated with a different topic for credit.

**PS 230 (EDU) Educational Psychology (3)**
An historical and comparative study of the major psychological positions in education with attention given to significant Christian educators. This would include developmental tasks and learning styles at various age-levels. Pre-requisite CE 100 can be waived.

**RELIGIOUS EDUCATION**

Biblical Literature and Theology

**BL 101 Survey of the Old Testament (3)**
A survey of the content and message of the Old Testament, its literary characteristics, origin and development, geography, and the social and religious milieu. A pre-requisite for all BL courses except BL 102.
BL 102 Survey of the New Testament (3)
A survey of the content and message of the New Testament, its literary characteristics, origin and development, geography, the intertestamental period, and the social and religious milieu of the times of Christ and the early Church. A pre-requisite for all BL courses except BL 101.

DT 200 Survey of Theology (3)
An introductory study of the fundamental doctrines of the Christian faith from a Biblical basis, with special attention to theological issues confronting the Caribbean, in order to equip the student personally and for ministry.

PT 402 Spiritual Formation (3)
A course designed for the degree completion student to enhance the personal and spiritual growth by exploring the history, theology, methods and resources of Christian spiritual formation. Special emphasis will be placed upon spiritual formation and community, and spiritual formation in community

FINE ARTS
FA 100 Fine Arts (3)
A course designed to serve as an introduction to the stylistic character and cultural climate of the important art and music epochs of Western Civilization and in the Caribbean.

FA 250 (MU) Music History(3)
An introduction to various forms of vocal and instrumental music with attention given to developing an awareness of styles and formal procedures through the study of representative works. A study of Caribbean forms of instruments and styles of music will be incorporated.

HISTORY
HI 110 Western Civilization (3)
A survey of the historical development of the western world from 1500 to the present with attention given to the religious, political, and social influences of the time which have defined the concepts of humanity and society for the contemporary world.

HI 120 West Indian History (3)
A survey of the background and development of the peoples and countries of the West Indies from colonial times to the present.

HUMAN RESOURCE MANAGEMENT (MHR)
HR 100 Organizational Behaviour and Management (3)
Study of group behaviour and how group functioning affects organizational effectiveness as it relates to the process of problem solving and decision-making. Emphasis is placed on decision-making and group-process to determine which tasks are best handled by groups or individuals.

HR 110 Human Resource Administration (3)
A management course focusing on an analysis of policies and procedures of both profit and non-profit organizations regarding recruitment, selection, training, evaluation, development, and compensation of
employees. Special attention is given to government regulations regarding safety, health, etc., through case studies and simulations.

HR 120 Principles of Self Management (3)
A course which focuses on group interaction skills and the management of individual and professional priorities. Some of the areas covered will include behavioral style analysis, communication processes within groups, conflict management, goal setting, prioritizing, and time-management.

HR 130 Principles of Management and Supervision (3)
A study which examines motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to profit and nonprofit organizations are analysed. The concept of negotiation is reviewed through readings and class activities, with an analysis of its effect on productivity.

HR (PS) 140 Psychology of Personal Adjustment (3)
A comprehensive treatment of the principle issues in the psychology of adjustment. The causes and patterns of behaviour are analyzed to enable students to acquire insights and understanding regarding the actions of the emotionally healthy as well as the emotionally disturbed.

HR 150 Business Application of Computers (3)
A course designed to acquaint students with software application, the computer systems development process, and tools and techniques available.

HR 160 Marketing for Managers (3)
A course designed to help students deal with major decisions that management and marketing executives face in their efforts to harmonize the objectives and resources of the organization with the needs and opportunities of the marketplace.

HR 200 Human Resource Planning
This course explores the concept and methodologies relating to Human Resources Planning and includes a review of the relationships between human resources planning and strategic planning. Emphasis is placed on global trends, strategic planning, techniques and methods for effective manpower planning, and planning in not for profit organizations.

HR 210 Human Resource Development (3)
A course which focuses on the structure and organization of an effective training and development function. It also exposes participants to the importance of evaluation and the link of Human Resource Development to organizational success. Special attention is given to strategy, needs assessment, and evaluation of training and development programs.

HR 220 Management and Human Resources Seminar and Internship (3)
A required course for those not actively employed in an MHR capacity. An internship working directly under personnel involved in management and human resources in an organization using trained managers in human resources and approved by the MHR department at CNC. Students will be evaluated by both the organization and MHR instructor. A student may participate in the internship after completing the 4 core HR courses and 2 HR electives. The resulting portfolio will receive a letter grade, but no credits.
HR 230 (MA) Statistical Methods and Research (3)
A study of problem analysis and evaluation techniques. Students are shown methods for defining, researching, analysing, and evaluating a problem requiring a solution within their work or a vocational environment. Specific statistical information covered in the course includes developing and measuring objectives, collecting data, working with significant levels, analysing variance, and constructing questionnaires.

HR 240 Systems Management (3)
Analysis of the basic managerial functions of setting objectives, planning, organizing, directing, and controlling. The course introduces not only theoretical foundation but also models for design and analysis of processes and human behaviour in organizations.

HR 250 (PH) Values—Personal and Social (3)
A course in which students formulate a philosophy of life, providing a foundation for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, international relations, and classroom discussion.

HR 260 Current Issues in HR (3)
This courses addresses the contemporary human resource management challenges arising out of the social, economic and governmental environment in which organizations operate. The course promotes a clear understanding of the new flexibilities and authorities available to managers and the new dimensions of the role and functions of the human capital in organizational development.

HR 280 Project Management
This course is an introduction to the modern techniques for planning, scheduling, reporting, controlling and managing projects. Particular emphasis is given to the project planning process including the project life cycle, requirements and scope.

HR 310 Strategic Planning (3)
A course in which students are exposed to a cross-section of actual management problems and opportunities. While analyzing a wide range of cases, students take the perspective of a variety of supervisors, occupying positions at different levels of responsibility. Special attention is given to the development, implementation, and reformulating of business policy and strategy.

HR (PS) 320 Conflict Resolution (3)
A course which focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving both employee and management practices. Pre-requisite PS 200.

HR 330 Intercultural Relations (3)
A course in which the influence of intercultural issues in the workplace is considered in a theoretical framework. The aim of this course is to impart sociological understanding of cultural diversity and how that understanding can enhance business and organizational relationships.
HR 340 Total Quality Management (3)
A study of the foundational principles of the Total Quality Management movement. It teaches the basic concepts of process management, customer/supplier relationships, system thinking, and basic tools for statistical process control.

HR 350 (PT) Christian Leadership and Management (3)
A study of the various types and principles of Christian leadership and human-resource development and management. Focus will be on areas such as time management, stress management and conflict management, and recruiting, equipping and motivating laity. (Elective for general studies students only).

LANGUAGE ARTS

LA 070 Assigned Academic Study Hall (NC)
A requirement for students on academic warning or probation or those whom an instructor and the Academic Dean recommend. May be repeated.

LA 071–072 Basic Oral English, Reading, and Writing Skills (1)
A diagnostic and prescriptive course in which individualized and group methods are used to raise a student’s proficiency in speaking, reading, and writing English. This is an English Lab designed for English as a Second Language (ESL) students.

LA 081-082 English Language (1)
A Studies Center Laboratory offers a variety of educational services for CNC students. These services include: individualized instruction in reading, skills, vocabulary improvement, writing improvement, and assistance with study skills development. Students may be assigned to the Studies Center or may opt to avail themselves of these resources.

LA 091-092 Fundamental English Lab (1 each)
An elementary English course designed to assist the student in the fundamentals of the grammar and syntax of English and it acceptable written and spoken usage. This is an English Lab designed for students currently enrolled in a Greek or Hebrew class to better understand biblical grammar and syntax.

LA 101 Speech Rhetoric (3)
A study of the principles and practises of effective human communication, with emphasis placed on public speaking. This course stresses critical thinking and skill development necessary for effective speech. Listening skills are included in the study. A pre-requisite for PT 211.

LA 100 Research Methods I (3)
A course which emphasizes the development of clear, logical prose style through analytical reading and writing assignments drawn from across academic disciplines. Also included are library orientation and bibliographical methods leading to the writing of a research paper related to academic fields. Included in this course is a lab component designed to assist the student in the overall process and nature of editing a piece of writing.

LA 210 Creative Writing (3)
A course which provides opportunity for exploring and developing individual creativity through written expression and for developing critical judgment in creative writing, especially poetry and short fiction. Pre-requisites: LA 100.
LA 230 Poetry (3)
A course in readings in poetry with emphasis on a critical understanding of the different elements of poetry.

LA 240 Representative Literary Works (3)
A survey of selected major English authors and literary movements through the different literary genres. A historical perspective is included to show relationship of one movement to another and to different movements in society. Representative Caribbean writers will be included.

LA 330 Contemporary Communications (3)
A course intended to familiarise the student with a variety of media and communications resources, in order to enhance and facilitate efficient practise of ministry and communication of the Gospel in modern society. Pre-requisites: LA 101, 111, and 112.

LA 350-351 Modern Language
A basic language class focusing upon meeting the oral communication needs of the first term missionary in a new language environment. Emphases will be placed on Christian and church-related vocabulary and experiences. Required for all missiology students before doing the internship. May be repeated.

LA 461-2 Research Methods (Senior Thesis/Project II and III (1 and 2 hrs. respectively)
All final-year B.A. General Studies students are required to conduct a research project on a topic directly related to some aspect of missiology or ministry in the Caribbean context, integrating findings with the content of their course of study. A faculty advisor will give direction to the student.

MATHEMATICS

MA 150 (IT/HR) Business Application of Computers (3)
A course designed to acquaint students with software application, the computer systems development process, and tools, and techniques available. (May be used as an MHR elective.)

MA 230 (HR) Statistical Methods and Research (3)
A study of problem analysis and evaluation techniques. Students are shown methods for defining, researching, analysing, and evaluating a problem requiring solution within their work or a vocational environment. Specific statistical information covered in the course includes developing and measuring objectives, collecting data, working with significant levels, analysing variance, and constructing questionnaires.

MA 330 (IT) Database Management Systems (3)
An introduction to the concepts and methods employed in the design and implementation of database management systems. The relation, network, and hierarchical models are covered as well as the entity-relationship model. Data definition and manipulation languages, including relational algebra, relational calculus, and SQL are presented as well as issues related to concurrent access and recovery.
MISSIONS AND EVANGELISM

ME 480 Multi-Cultural Practicum (3)
A three-week practicum of ministering in another culture in the Caribbean for students who feel a special calling to missions. Students are required to pay for room and board and airfare. Preliminary arrangements are made through the Academic Dean’s office, but student is responsible for follow-up and all expenses. All experiences are recorded in a portfolio presented at the end of the semester. A four-hour seminar before and after the practicum is required. A student may participate in the practicum after completing four core courses and the modern language requirement.

ME 490 Student Abroad Seminar and Practicum (3)
A one-semester practicum of ministering in the Caribbean for students from another institution studying at CNC and feel a special calling to missions. Students are required to carry a full-load (12 hours) at CNC. The student works as a part-time minister in practical church-work experience under the supervision of both the College and the district or local pastoral leadership. All experiences are recorded in a portfolio presented at the end of the semester. A four-hour seminar before and after the practicum is required.

ME 250 Missions and Evangelism (3)
A survey of the history, methodology, theology and Biblical principles of evangelism and missions with special focus on the principles underlying the ministry of Jesus Christ in personal and mass evangelism.

ME 350 Church Planting and Growth (3)
A study of the principles of church growth, focusing on the church’s holistic development through analysis of the spiritual, economic and socio-political factors which bear upon its effectiveness. Specific strategies will be examined and proposed as potential catalysts for the growth of the church in the Caribbean region.

MUSIC

MU 061 Piano Proficiency (NC)
All students entering the music concentration must be playing at least a level 2 proficiency. If a student is deficient, they will need to take this course (and repeat as necessary) until they have completed Level 1. This course is a pre-requisite, therefore, it does not have any credits. Each student must pass an applied exam with the music faculty. Graded P/F.

MU 100 Church Music and Worship (3)
An introductory course in the theology and practise of worship, the elements of music, song leadership, and music in the worship service. Emphasis will be given to investigating the Biblical and theological foundations of worship, as well as to providing the student with a practical knowledge of the hymnal, elementary conducting, service planning, and organising for effective use of music in the local church.

MU 110 Recital Attendance (NC)
A required attendance course for all students in the music concentration. Attendance is taken.

MU 111 – 118 Ensemble (2)
A mixed choral ensemble open to all students by audition. A varied repertoire from sacred to popular literature is performed throughout the year. Participation at weekly rehearsals, extra rehearsals, and in all public performances is required.
MU 120 Musical Structures I (2)  
A basic introduction to music symbols, language, and theoretical concepts. This is a practical teaching of the basics of writing music. A study of the elements of Western art, music, and their notation.

MU 121 - 129 Applied Piano (1 for minor, 2 for major)  
One half-hour(minor) or hour(major) lesson per week on the rudiments of piano instruction, including sight reading, and ear training. Regular practise is required and continuation in the course is at the discretion of the instructor and with the approval of the Music Director.

MU 131 - 139 Applied Voice (1 for minor, 2 for major)  
One half-hour(minor) or hour(major) lesson per week on the rudiments of voice instruction, including sight reading and ear training. Regular practise is required and continuation in the course is at the discretion of the instructor and with the approval of the Academic Dean.

MU 141 – 149 Applied Instrumental (1 for minor, 2 for major)  
One half-hour(minor) or hour(major) lesson per week on the rudiments of string or other instrument instruction, including sight reading and ear training. Regular practise is required and continuation in the course is at the discretion of the instructor and with the approval of the Music Director.

MU 170-171 Sight Singing and Ear Training (1 each term)  
A course which focuses on the development of sight-singing and ear training in being a part of a choral ensemble. Equal emphasis on melodic, harmonic, and rhythmic elements in music. The goal is to develop internal musical perception and the ability to hear musical relationships accurately and with understanding.

MU 220 Musical Structures II (3)  
An examination of the interacton of melody, harmony and rhythm in Western art/music through listening, analysis and writing. Prerequisite: MU 120 or equivalent.

MU 230 Introduction to Conducting (2)  
An introduction to basic conducting pattern and techniques applicable to choral and instrumental ensembles and congregational singing. Emphasis on beat patterns and methods of indicating meter, tempo, volume, and style. Prerequisite: MU 120 or equivalent.

MU 240 Hymnology (2)  
A survey of Christian hymnody, its history, classification and practise, scriptural content, its environment, and the significant hymn writers.

MU 250 Music History (3)  
A survey of the historical backgrounds of Western music from the early Christian era through the present, and the most influential music of Caribbean society.

MU 260 Church Music Practicum (2)  
A practical supervised study of the aims, philosophies, methods and materials, and administration of church music with emphasis upon style and liturgical function of music in an approved church situation.
The student may enrol in a practicum after completing a minimum of 4 hours of applied lessons and 14 hours of core courses.

**MU 261 Music Practicum (2)**
A practical supervised study of the aims, philosophies, methods and materials, and administration of a music program. This is an alternative to the church music practicum and may be completed in a school setting.

**MU 270 Junior Recital (1)**
A student concentrating in music ministry must enroll and participate in a junior recital. The program should be approximately 45-50 minutes of music and will be composed of works from various style periods. Student may include voice, keyboard instrument, and other instruments in which the applied study is being conducted.

**MU 280 (RC) Introduction to the Recording Studio (2)**
This course is designed to familiarize the student with the recording studio. Areas covered include basic electronics, tape machines, studio set up, mixing, editing, equipment functions, and engineering fundamentals. Student will be required to record different instruments and vocalists to produce a variety of musical effects while planning and conducting actual recording sessions.

**MU 310 Worship Arts Administration (3)**
An introduction to the principles of organization and administration of the total church-music program; a detailed study of the graded choir program; laboratory in choral conducting. Pre-requisite: MU 100.

**MU 320 Music Literature and Pedagogy (2)**
A study of the theory and practise of teaching applied vocal or instrumental music including materials and methods for various age and ability levels. May include practical experience of teaching in a lab situation. Permission of the instructor required.

**MU 330 Basic Harmony (3)**
A study of the theoretical foundations of Western music. The student is expected to learn common practise harmony theory and beyond, and to be able to apply the same to church music. Attention may be given to composition technique and the development of sight-singing, ear-training, and dictation skills.

**MU 440 (CE) Music, Programming, and Drama for Children (2)**
A course for teachers of children or children’s ministers who desire to assist children in a learning environment or worship service. A practicum is required as part of the course requirements.

**MU 450 (IT) Technology for Music Majors (2)**
This course is designed to familiarize the music student who will be a teacher or church music director with the materials available for use via popular software and Internet. Students will be expected to be able to store, retrieve, and manipulate material on the computer.

**MU 460 Music for Classroom Teachers (3)**
A course designed to teach philosophy, method and materials for teaching music and music appreciation in a regular classroom. Resources for the music educator will be examined. A practicum is included in the course requirement.
**MU 470 Senior Recital (2)**
A student concentrating in music must enroll and participate in a senior recital. The program should be approximately 75 minutes of music and will be composed of works from various style periods. Student may include voice, piano, and other instruments in which the applied study is being conducted.

**PHILOSOPHY**

**PH 200 Philosophy (3)**
An introduction to the major philosophical systems, central problems, and nature of philosophical investigation as reflected in major works in an effort to assist the student in understanding and formulating a personal philosophy of life. In this unit, attention will be given to the Biblical and theological foundations, to alternative viewpoints, to principles of moral reasoning, and to a consideration of contemporary moral issues, particularly as related to the Caribbean context.

**PH 220 (CE) Philosophy of Education (3)**
An historical and comparative study of the major philosophical positions in education in relation to biblical and theological foundations, with attention given to significant Christian educators. Pre-requisite: CE 100.

**PH 250 (HR) Values—Personal and Social (3)**
A course in which students formulate a philosophy of life, providing a foundation for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, international relations, and classroom discussion.

**PH 410 Christian Ethics (2)**
A study of how one determines the morality of any action and resolves ethical dilemmas in contemporary society from a Biblical perspective. Pre-requisite PH200.

**PRACTICAL THEOLOGY**

**PT 211 Introduction to Homiletics (3)**
As an introduction to the field of preaching, this course seeks to address matters relating to the life and anointing of the preacher and the mechanics of homiletics, including the fundamental principles of sermon construction, the treatment of the text, use of illustrations, types of sermons, methods of delivery, and source materials for the preparation of the sermon. Emphasis is given to practical application. Pre-requisites: BL 200 and LA 101.

**PT 302 Spiritual Formation (2)**
Part two of a course designed to enhance the personal and spiritual growth of the student/minister, by exploring the history, theology, methods and resources of Christian spiritual formation. Special emphasis will be placed upon spiritual formation and community, and spiritual formation in community.

**PT 310 (PS) Introduction to Pastoral Care and Counseling (3)**
An introduction to the basic principles and techniques of pastoral care and counseling with attention given to the characteristics of an effective caring pastor, the development of counseling skills, the various types
of pastoral care and counseling and their relevance to the Caribbean context, and their place in the church. Pre-requisite: PS 201.

PT 312 Expository Preaching (3)
A study of the development and delivery of the expository sermon whereby attention is given to the methods of preparation, the components, and the delivery of the expository sermon. The course includes a lab component in which the students are video-taped while preaching and have opportunity to review the tape with the instructor. Pre-requisites: BL 200, LA 101 and PT 211.

PT 322 Church Administration (3)
A study of the day-to-day planning and operations of the local church, with some attention given to understanding the operations of the Church of the Nazarene at the district, regional, and general levels. Polity, financial management, record keeping, district reporting, church board administration, cost-effective facilities management, and worship and liturgy will comprise the primary units of the course.

PT 333 Personal Management and Leadership Seminar (3)
A course designed to examine key life-patterns which contribute to a happy, successful, and meaningful life, and to explore issues of leadership as it relates to one’s potential and the realisation of personal leadership skills.

PT 342 Ministerial Practicum Seminar (1)
An introduction to the field-education experience through the presentation of topics most likely to be encountered by the student while ministering in the field. To be taken the semester prior to contracting for Ministerial Practicum.

PT 343-344 Ministerial Practicum (NC)
Upon a student’s completion of the Ministerial Practicum Seminar, a contract is written for the student to work as a full-time pastor or associate pastor/minister for three consecutive months (June - August), or as a part-time minister over the course of two semesters. The practicum involves guided instruction and practical church-work experience under the supervision of both the College and the district or local pastoral leadership. A copy of the approved contract must be presented prior to registering for PT 343-344. Pre-requisite: PT 342.

PT 350 Christian Leadership and Management (3)
A study of the various types and principles of Christian leadership and human resource development and management. Focus will be on areas such as time management, stress management, and conflict management, and recruiting, equipping, and motivating laity.

PT 360 Foundations of Ministry (3)
An overview of the foundational issues of ministry, including establishing a theology of ministry. Special attention will be given to the role of the minister, ministerial ethics, servanthood in ministry, and Jesus' model of ministry. Emphasis will also be placed upon the sacraments and specialised ministries, such as weddings and funerals

PT (PS) 430 Advanced Pastoral Counseling (3)
A course designed to provide the student a more focused and in-depth look at various methods of counseling, and to give emphasis to counseling for abuse (e.g., physical, sexual, emotional), addiction
(e.g., substance, sexual), and the family. Some of the theories of counseling which will be explored include behaviour, reality, client-centred, and person-centred. Pre-requisites: PS 201 and PT 310.

PT 461-462 Theology Senior Thesis Research Project (1 each)
All final-year B.A. Theology students are required to conduct a research project on a topic directly related to some aspect of ministry in the Caribbean context, integrating findings with the content of their course of study. A faculty advisor will give direction to the student.

PSYCHOLOGY AND COUNSELING

PS 111 Interpersonal Relations (2)
A consideration of the principles of good interpersonal relations, e.g., verbal & non-verbal communication, listening, understanding, and controlling emotions, conflict management, etc. The aim is to help the students to better understand themselves, their strengths and weaknesses, as well as to help them seek better ways of understanding and relating to others.

PS 140 Psychology of Personal Adjustment (3)
A comprehensive treatment of the principle issues in the psychology of adjustment. The causes and patterns of behaviour are analyzed to enable students to acquire insights and understanding regarding the actions of the emotionally healthy as well as the emotionally disturbed.

PS 200 Introduction to Psychology (3)
An introduction to the basic theories and principles of human behaviour and psychological development, and the integration of psychology and the Christian faith. Some focus will be given to the psychological dimension of various addictions and behaviours in the Caribbean, including how to identify and deal with these issues.

PS 210 (RC) Persuasion (3)
A study of principles and techniques for attitude and behaviour change of group and society. Special emphasis is given to the use and misuse of propaganda.

PS 220 Social Psychology (3)
A study of the person as a social individual with special emphasis given to patterns of interaction and influence. Intrapersonal, interpersonal and system and group processes are considered.

PS 230 (CE) Educational Psychology (3)
A historical and comparative study of the major psychological positions in education with attention given to significant Christian educators. This would include developmental tasks and learning styles at various age-levels. Pre-requisite CE 100 can be waived.

EDU 200 Child Development (3)
A comprehensive overview of the psychological development of the child. Research, theory, and application are included in the discussion of the interplay of genetic and environmental factors which underlie the developmental process. Pre-requisite: PS 200.
PS 250 Adolescent Psychology (3)
Emphasis is placed on the psychological dynamics of the adolescent period. An analysis is made of those factors which create problems, and shape the behaviour of adolescents. Pre-requisite: PS 200.

PS 260 Developmental Psychology (3)
This course presents an overview of the developmental issues and crises from conception through senior adulthood. Socio-cultural and other influences that affect development will be examined.

PS 300 Principles of Counseling (3)
A study of various theories, techniques and factors in counseling. The course includes laboratory exercises in interviewing, group counseling, videotaping, etc. Pre-requisite: PS 200.

PS 310 (PT) Pastoral Care and Counseling (3)
An introduction to the basic principles and techniques of pastoral care and counseling with attention given to the characteristics of an effective caring pastor, the development of counseling skills, the various types of pastoral care and counseling and their relevance to the Caribbean context, and their place in the church. Pre-requisite: PS 200.

PS (HR) 320 Conflict Resolution (2)
A course which focuses on the development of the communication and management skills essential for successfully resolving conflict situations involving both employee and management practices.

PS 360 Child Guidance: Theory and Practise (3)
The theory and practise of counselling and guiding children, specifically in spiritual and teaching settings. Students will observe a guidance counselor and will participate in simple practices, such as play therapy.

PS 370 Seminar and Practicum (NC)
Student must attend a weekly seminar and participate in a practicum under the guidance of a psychologist.

PS 400 Psychological Tests and Measurements (3)
A course which surveys the most widely used individually administered intelligence tests: Kaufman, Myers Briggs, etc.

PS 410 Abnormal Psychology (3)
A study of the etiology and dynamics of psychopathology designed to give the student a working vocabulary of terminology and concepts in the area of abnormal behaviour.

PS 420 Guidance Counseling Techniques (3)
A theory and practice course designed for those who wish to be a school counselor or work with youth in organizations. Student will participate in observing teachers or school counselors in their role as guidance counselor. Pre-requisite: PS 200 and PS 300.

PS 430 (PT) Advanced Pastoral Counseling (3)
A course designed to provide the student a more focused and in-depth look at various methods of counseling, and to give emphasis to counseling for abuse (e.g., physical, sexual, emotional), addiction
(e.g., substance, sexual), and the family. Some of the theories of counseling which will be explored include behaviour, reality, client-centred, and person-centred. Pre-requisites: PS 200 and PT 310.

**PS 470 Counseling Internship (3)**
A supervised experience performed in a professional environment representing a student’s major discipline. A student may participate in the internship after completing 15 hours in psychology/counseling.

**SCIENCE**

**SC 320 Current Issues in Science and Religion**
A study of the methodologies and presuppositions in some of the relationships of science and Christian belief within the context of world-views. Past and present illustrative specific issues will be explored in this regard, e.g., origins and evolution, the biomedical revolution and bioethics, genetics, environment, etc.

**SOCIAL WORK**

**HR 100 (3)**
Organizational Behaviour and Management (AO)
*Prerequisite: None*
Study of group behaviour and how group functioning affects organizational effectiveness as it relates to the process of problem solving and decision-making. Emphasis is placed on decision-making and group process to determine which tasks are best handled by groups or individuals.

**HR 250 (PH) (3)**
Values—Personal and Social (AO)
*Prerequisite: None*
A course in which students formulate a philosophy of life, providing a foundation for such concerns as ethics in business, accountability in government, respect for human rights, and a responsible lifestyle in our contemporary world. Ethical theories and personal values are examined through readings, analysis of the workplace, international relations, and classroom discussion.

**HI 120 West Indian History (3) (AO)**
A survey of the background and development of the peoples and countries of the West Indies from colonial times to the present.

**HI 123 ANTHROPOLOGY OF THE PEOPLES OF THE CARIBBEAN (3)**
*Prerequisite: SO200*
An introductory course which treats with what is Anthropology; anthropological methods and their problems; the cultural background of the Caribbean peoples; the concepts of culture, culture contact, acculturation, interculturation, syncretism; the identity, culture and Caribbean society.
PO 200 INTRODUCTION TO POLITICS (3)
An introductory course which deals with the nature of Politics; theories of State; Concepts of Rights; Weber and Marx; Executives and Legislatures; Parties; Pressure Groups; British Government; American Government; West Indian Government; Relations among States.

PS 200 INTRODUCTION TO PSYCHOLOGY (3) (AO)
An introduction to the basic theories and principles of human behaviour and psychological development, and the integration of psychology and the Christian faith. Some focus will be given to the psychological dimension of various addictions and behaviours in the Caribbean, including how to identify and deal with these issues.

PS 220 SOCIAL PSYCHOLOGY (3) (AO)
A study of the person as a social individual with special emphasis given to patterns of interaction and influence. Intrapersonal, interpersonal and system and group processes are considered.

EDU 200 CHILD PSYCHOLOGY (3) (AO)
Pre-requisite: PS 200.
This course is a comprehensive overview of the psychological development of the child. Research, theory and application are included in the discussion of the interplay of genetic and environmental factors which underlie the developmental process.

PS 250 ADOLESCENT PSYCHOLOGY (3) (AO)
Pre-requisite: PS 200.
Emphasis is placed on the psychological dynamics of the adolescent period. An analysis is made of those factors which create problems, and shape the behaviour of adolescents.

PS 300 PRINCIPLES OF COUNSELING (3) (AO)
Pre-requisite: PS 200.
This is a study of various theories, techniques and factors in counseling. The course includes laboratory exercises in interviewing, group counseling, videotaping, etc.

PS 410 ABNORMAL PSYCHOLOGY (3) (AO)
Prerequisite: PS 200, PS 220 AND PS 300
A study of the etiology and dynamics of psychopathology designed to give the student a working vocabulary of terminology and concepts in the area of abnormal behaviour.

SO 101 INTRODUCTION TO STATISTICS (3)
This course is a study of the collection and compilation of data; Descriptive statistics; Probability and probability distributions; Sampling distributions; Estimation; Hypothesis testing; simple correlation and regression. Teaching is accompanied by computer applications using MINITAB.

SO 200 INTRODUCTION TO SOCIOLOGY (3) (AO)
An introduction of the forms, functions, and institutions of society with practical attention to West Indian societies, current sociological issues, themes and perspectives on social change and development in the modern world.
SO 202 SURVEY DESIGN AND ANALYSIS (3)
Prerequisites: SO 200
This course allows students to understand the various interconnections between the methodologies (used in survey designs) and reliability of findings. Students gain hands-on experience with the computer, as it relates to the data entry of the actual survey which the student conducts in a test of understanding phenomena and research.

SO 300 SOCIAL POLICY AND ADMINISTRATION 1 (3)
Prerequisites: SO 200 AND SW 101
Sub-theme –The Development of Social Policy.
It covers the scope of social policy; the development of the welfare state; history of social policy in Trinidad & Tobago with related focus to the Caribbean and key theoretical concepts for understanding and delivering social services.

SO 307 CRIMINOLOGY (3)
Prerequisites: SO 200
This course seeks to provide students with a basic understanding of the major theories of crime and deviance and their relevance in terms of research and policy development. It also seeks to provide students with a working understanding of selected issues on crime with a local and Caribbean focus. Some of these selected issues include: theories of crime, Caribbean Criminology, juvenile delinquency, white-collar crimes, crime statistics, fear of crime, community policing, victimization, gender and crime, and crime research and policy.

SO 320 Caribbean Thought and Culture (3) (AO)
Prerequisite: HI 120
An exploration of the anthropological and sociological concerns pertinent to the Caribbean, including religions of the Caribbean. The unique features of Caribbean thought and culture, the contributions of significant historical figures, and key similarities and differences among Caribbean peoples will be examined in an effort to identify key trends and ideas in Caribbean society, and to understand how these may be used to the advantage of the professional in his or her vocation.

SO 400 SOCIAL POLICY AND ADMINISTRATION II (3)
Prerequisites: SO 200, SO 300 AND SW 101
This course equips students with in-depth knowledge of the contribution of social policy to social development. The course content covers comparative social policy; the use of frameworks for social policy analysis and detailed analysis of some selected areas e.g. poverty, the family, housing, employment, social work services, mental health, the environment and cooperatives.

SO 410 SOCIOLOGY OF HEALTH AND ILLNESS (3)
Prerequisite: SO 200 AND PH 200
This course enables students to identify the relationship between social factors and illness. It explains how age, sex, class, ethnicity and culture can determine how a disease can become prevalent in one group as opposed to another. It also highlights the relationship between doctor and patient, and treats with the role of institutions such as hospitals, nursing homes, and health organization and reorganization within the Caribbean and beyond. Special attention will be given to the management of HIV AIDS, addictions and mental health illnesses.
SO 412 SOCIAL CHANGE AND DEVELOPMENT (3)
Prerequisite: SO 200
This course addresses the problematic, theories, and critiques of social development and considers relevant strategies.

SW 100 SOCIAL WORK ORIENTATION (NC)
Prerequisite None
A workshop designed to prepare the student for the social work program with specific focus given to the role and person of the professional social worker in the field of social work

SW 101 INTRODUCTION TO SOCIAL WORK (3)
This course covers the practice of social work in a developmental context with specific reference to the Caribbean region. It treats specific developmental and social problems, the existing structure of social work in selected countries, and the history of the development of social work. The course includes visits to selected social agencies followed by class discussion and report writing.

SW 111 (3) THEORIES AND PRACTICE OF SOCIAL WORK I
Pre-requisite: SW101
This course examines and explores theories of Social Work and their applicability in shaping the Social worker's response to the developmental imperatives of Caribbean people. The helping relationship in this context is critically appraised, exploring the processes of interviewing, relationship building, and strategies of empowerment, assessment and intervention planning.

SW112 ETHICS & THE LAW FOR SOCIAL WORKERS (3)
An introduction to ethical and legal principles and Social Legislation in the West Indies, the Court System (including Tribunals); Professional Role of the Social Worker in court in terms of duty to the Court and to the client; the importance of the Social Enquiry Report; Laws relating to the Family, the Aged and Juvenile Crime.

SW113 PRACTICUM SEMINAR (NC)
Prerequisite SW101 & SW 111
This is an introduction to the field-education experience of social work and the work and role of the professional social worker. The presentation of topics most likely to be encountered by the student while in the field is included. To be taken the semester prior to contracting for SW213/313.

SW 211 THEORY AND PRACTICE OF SOCIAL WORK II
Prerequisites: SW 101 & SW 111
A critical appraisal of theories of social work is continued. Emphasis will be placed on the skills and knowledge of the social worker; basic principles of social case work; development of practice skills for working with individuals and families, groups; psycho-drama, role play, and related techniques.

SW 213 & 313 (YEAR LONG) PRACTICUM I AND PRACTICUM II
Prerequisite: SW113
The primary purpose of the placement remains the development of students' practice skills. Students are encouraged throughout this placement to evaluate their own skill development performance. Where possible Semester I will emphasize case work and Semester II will emphasize group work. SW213/313 will be assessed at 40% at the end of the first semester and 60% at the end of the second semester. This will form the basis for components one and two of the student’s practicum handbook.
The student will be required to present and submit an individual portfolio with artifacts (see practicum handbook)

**SW 304 SOCIAL DISABILITY STUDIES (3)**  
Prerequisite: PS 200 OR PS220  
This course introduces the student to Disability Studies. It identifies the ways in which disabled persons experience discrimination within an unadaptive society. Via descriptions of the current status of persons with disabilities in the Caribbean context, it examines the interaction of persons with disabilities within the existing political, social and cultural and legal systems. The historical struggles for rights and services by the disabled as highlighted policy needs for future development are outlined. This course is taught in partnership with persons with disabilities and is grounded in the epistemological belief that the creation of knowledge about disability should be with people with disabilities.

**SW 311 (3) THEORY AND PRACTICE OF SOCIAL WORK III**  
Prerequisite: SW211  
The course examines the concepts and theoretical foundations of practice with groups in Social Work. It focuses primarily on the small group, examining stages of development, group dynamics, functions, types and intervention modalities and skills used in working in this modality.

**SW 312 THEORY AND PRACTICE OF SOCIAL WORK IV (3)**  
Prerequisites: SW 211 and SW 311  
This course deals primarily with the theory and practice of community organization and change - basic concepts, assumptions, values and ethics, strategies and skills are examined. Contemporary community organization practices are examined and their relevance to the developmental needs of Caribbean societies is explored. Students undertake this critical appraisal both in the classroom and through engagement in a community group project in selected communities.

**SW 315 RESIDENTIAL SOCIAL WORK (3)**  
Prerequisite: PS 220 OR PS 240  
This course provides a general and comparative study of Institutional Care in relation to the child, the elderly, the physically and mentally handicapped and the adult offender. Special emphasis will be placed on Institutional Care in the Caribbean. The course focuses on the practice skills required for institutional care.

**SW 343 FAMILY AND CHILD WELFARE (3)**  
Prerequisites: PS 220, PS 240 and PS 250  
This course explores the function of the family and various family forms and structures, with specific reference to the Caribbean context. The course of study examines the scope of family treatment, theoretical approaches, and several intervention modalities for families and children.

**SW 413 PRACTICUM 111 (3)**  
Prerequisite: SW 213/313  
This course is oriented to the development of students' research and practice skills in an employment setting; this runs for one full semester and is the final complementary component for the student’s practicum handbook.  
Students registered for SW 413 are required to have successfully completed the following courses at the previous level: SW211, SW 311 and SW213/313
SW/HR 411 THEORY AND PRACTICE OF SOCIAL WORK V (HUMAN RESOURCE MANAGEMENT PRACTICE) (3)
Prerequisite: SW 312
Students acquire a critical understanding of, and operational skills in, Human Resource Management and Management of Social Work practice. The course focuses on key issues in the management of practice and induction of beginning practitioners, and on the basic elements of the personnel function with an overview of the personnel function in Trinidad & Tobago and the Caribbean.

BIBLICAL AND THEOLOGICAL STUDIES (12)

BL 101 (3) SURVEY OF THE OLD TESTAMENT
A survey of the content and message of the Old Testament, its literary characteristics, origin and development, geography, and the social and religious milieu. A pre-requisite for all BL courses except BL 102.

BL 102 SURVEY OF THE NEW TESTAMENT (3)
A survey of the content and message of the New Testament, its literary characteristics, origin and development, geography, the intertestamental period, and the social and religious milieu of the times of Christ and the early Church. A pre-requisite for all BL courses except BL 101.

DT 200 SURVEY OF THEOLOGY (3)
An introductory study of the fundamental doctrines of the Christian faith from a Biblical basis, with special attention to theological issues confronting the Caribbean, in order to equip the student personally and for ministry.

PT 101 SPIRITUAL FORMATION I (1)
A course designed to enhance the personal and spiritual growth of the student by exploring various components of the history, theology, methods, and resources of Christian spiritual formation.

PT 302 SPIRITUAL FORMATION II (2)
Part two of a course designed to enhance the personal and spiritual growth of the student/minister, by exploring the history, theology, methods and resources of Christian spiritual formation. Special emphasis will be placed upon spiritual formation and community, and spiritual formation in community.

PT 402 SPIRITUAL FORMATION (3)
A course designed for the degree completion student to enhance the personal and spiritual growth by exploring the history, theology, methods and resources of Christian spiritual formation. Special emphasis will be placed upon spiritual formation and community, and spiritual formation in community.

HUMANITIES AND PHILOSOPHICAL STUDIES (16)

PS 111 INTERPERSONAL RELATIONS (2) (AO)
A consideration of the principles of good interpersonal relations, e.g., verbal & non-verbal communication, listening, understanding, and controlling emotions, conflict management, etc. The aim is to help the students to better understand themselves, their strengths and weaknesses, as well as to help them seek better ways of understanding and relating to others.
IT 120 INTRODUCTION TO COMPUTERS (3)
Prerequisite: Ability to touch type
A course designed to teach basic computer fundamentals building upon the use of DOS, Windows and network environments. Additional software packages, such as electronic spreadsheets and database programs and PowerPoint, will be demonstrated.

LA 100 RESEARCH WRITING SKILLS (3)
A course which emphasizes the development of clear, logical prose style through analytical reading and writing assignments drawn from across academic disciplines. Also included are library orientation and bibliographical methods leading to the writing of a research paper related to academic fields. Included in this course is a lab component designed to assist the student in the overall process and nature of editing a piece of writing.

LA 101 SPEECH RHETORIC (3)
A study of the principles and practices of effective human communication, with emphasis placed on public speaking. This course stresses critical thinking and skill development necessary for effective speech. Listening skills are included in the study. A pre-requisite for PT 211.

PH 200 PHILOSOPHY (3)
An introduction to the major philosophical systems, central problems, and nature of philosophical investigation as reflected in major works in an effort to assist the student in understanding and formulating a personal philosophy of life. In this unit, attention will be given to the Biblical and theological foundations, to alternative viewpoints, to principles of moral reasoning, and to a consideration of contemporary moral issues, particularly as related to the Caribbean context.

LA 461-2 RESEARCH METHODS II and III (THESIS/PROJECT) (1 and 2 respectively)
All final-year B.A. Social Work students are required to conduct a research project on a topic directly related to some aspect of social work ministry in the Caribbean context, integrating findings with the content of their course of study. A faculty advisor will give direction to the student.

SOCIOLOGY

SO 200 Introduction to Sociology (2)
An introduction of the forms, functions, and institutions of society with practical attention to West Indian societies, current sociological issues, and the Christian’s role and response.

SO 300 Marriage and the Family (3)
A study of the structure and function of the family and its place in society, from a sociological and theological perspective. The study will focus on family-system theory, adult development, mate selection, the courtship process, and adjustments in marriage. Attention will also be given to parenting with emphasis on the passing on of family values and traditions. The Caribbean family structure, with its unique characteristics, will be studied as well.

SO 320 Caribbean Thought and Culture (3)
An exploration of the anthropological and sociological concerns pertinent to the Caribbean, including religions of the Caribbean. The unique features of Caribbean thought and culture, the contributions of significant historical figures, and key similarities and differences among Caribbean peoples will be
examined in an effort to identify key trends and ideas in Caribbean society, and to understand how these may be used to the advantage of the minister and the church.

**SO 400 Seminar: Current Issues in the Caribbean (1-3)**
From time to time a seminar highlighting current sociological issues and/or trends in the Caribbean will be offered. The seminar will provide greater depth of study to the particular issue(s). Details will be determined by the instructor.
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Praveen Latchmarsingh, Counsellor
Prudence Cato, Registrar’s Assistant
Rachel Jones, Janitorial Services
Ruth Lawrence, Executive Secretary/Office Manager
Savitri Rogers, Office Assistant/Receptionist
Sascha Abidh, Central Centre Coordinator
Shamia Dillon, Library Assistant
Sharon Jattan-Thompson, Administrative Assistant (DOAA)
Shimelle Sebro, Library Assistant
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Mark Lawrence  Theology Department Representative
Ann Diaz  Social Work Department
Noreen Dixon  ECCE Department Representative

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Mark Lawrence  Theology (Representative)
Melville Charles  Management of Human Resources (Representative)
Gillian Nevarro  Library
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N. Carrington-Dixon  ECCE (Representative)

EMERITI PRESIDENT
Russell Brunt, 1968-1969

TUTORS/ASSISTANTS

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Patricia Joseph  Music
Cyril Augustine  Music

SUPPORT STAFF/PERSONNEL

Elma Felix  Maintenance
ADVISORY PERSONNEL
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Walter MacPherson Library, Athena
Clifford Manswell Government
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Norma Sorzano Medical

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Ruben Fernandez, Regional Education Coordinator

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FACULTY

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Teacher’s Diploma (Literature, Corinth Teacher’s College - 1979
B.A. in Theology, Caribbean Nazarene College - 2007
M.A. in Pastoral Ministries, Northwest Nazarene University -2012
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