

## Associate Degree in PALS Course Descriptions

**ACCT1002                                      Introduction to Financial Accounting                                      3 Credits**

Pre-requisites-None

The primary objective of this course is to provide a thorough exposure to financial accounting fundamentals as they relate to today's business world. It is designed mainly for students who have little or no knowledge of financial accounting. The following topics will be addressed: the basic accounting process; accounting systems and controls; accounting for assets and liabilities; partnerships and corporations; additional financial reporting issues.

**ENGL0901                                      Business Communication                                      3 Credits**

Pre-requisites-None

This course is designed to develop in students the capability to use Standard English structures to express themselves clearly, precisely and fluently in writing and speech. The focus is placed on producing different types of business documents from memoranda to reports and the development of presentation skills to maximize effective communication in the contemporary business environment.

**FINA 1001                                      Elements of Banking and Finance                                      3 Credits**

Pre-requisites-None

The objective of this course is to introduce students to the role of Banking and Finance in an economy, and the unique managerial issues that confront financial institutions. Specific topics to be covered include: Organisational Structure of Financial Institutions, The Legal Framework and the Legal Constraints within which Financial Institutions operate, An Introduction to the Services provided by banks to both Retail and Business Sectors, The risks to which Financial Institutions are exposed, Why Monetary Policy includes Regulation of the banking Systems and the means employed.

**FOUN1001                                      English for Academic Purposes                                      3 Credits**

Pre-requisites – Pass in ELPT or exempting qualifications

This is a cross-disciplinary course. It is designed to provide a firm base for Communication courses and for courses in English for Special Purposes linked with specific disciplines. It helps students to achieve the level of competence in written language that is required of the university student in undergraduate programmes. Course content includes Language in the Caribbean, Summarizing, the Formal Essay and Methods of Organising Information.

**FOUN1101                                      Caribbean Civilization                                      3 Credits**

Pre-requisites – None

This course is designed to develop an awareness of the main process of cultural

development in Caribbean societies, highlighting the factors, the problematic and the creative output that have fed the emergence of Caribbean identities. It also develops a perception of the Caribbean as wider than island nations or linguistic blocs and stimulates students' interest in, and commitment to Caribbean civilization and to further their self-determination.

**FREN0900** **Introduction to French** 3 Credits

Pre-requisites – None

This course aims to develop the basic communicative skills of students. Students will be equipped with both the receptive skills (listening and reading) and productive skills (speaking and writing).

**LAW1900** **Introduction to Caribbean Legal Systems and Methods** 3 Credits

Pre-requisites – None

This course provides a brief introduction to the Common Law System, which is the dominant system of law throughout the Commonwealth Caribbean, and the “mixed” system of Common Law and Civil Law in the case of St. Lucia, and the Common Law and Roman-Dutch Law in the case of Guyana. The bulk of the course, however, focuses on the study of legal reasoning under the Common Law System, such as obtains in England and the Commonwealth Caribbean, and begins with an overview of the Court Structure of the Commonwealth Caribbean.

**LAW1901** **Law Office Management** 3 Credits

Pre-requisites – None

The course aims to introduce students to the general management of a law firm/office. They will be introduced to basic structure of a firm, inherent systems, basic accounting, ethics and professional responsibilities as well as the role the paralegal plays in legal system.

**LAW1902** **Introduction to Legal Research & Writing** 3 Credits

Pre-requisites – None

This course provides an introduction to the fundamentals of legal research and writing. Students are exposed to the use of reference books and materials and instructed in the location and basic analysis of cases and legislation. Emphasis will also be on the development of basic skills in legal writing and reasoning. Students practice analyzing legal authority in case law and statutes and learn how to develop a legal argument.

**LAW1903** **Civil Practice & Procedures I** 3 Credits

Pre-requisites – None

The course seeks to provide an overview of the process of civil litigation in the High Courts,

in the context of the new Civil Procedure Rules in force in the OECS territories. In addition to focusing on the procedural rules, attention will be given to developing practical skills such as preparing and drafting basic documents used in civil actions, such as statements of case and affidavits.

**LAW1904**

**Civil Practice & Procedures II**

3 Credits

Pre-requisites – None

The course seeks to provide an overview of the process of civil litigation in the High Courts, in the context of the new Civil Procedure Rules in force in the OECS territories. In addition to focusing on the procedural rules, attention will be given to developing practical skills such as preparing and drafting basic documents used in civil actions, such as statements of case and affidavits.

**LAW1905**

**Criminal Practice & Procedures**

3 Credits

Pre-requisites – None

This course introduces students to the procedural and practical aspects of the Criminal Law. Students will be taught how to draft and prepare forms and pleadings used in the Criminal Procedures process.

**LAW1906**

**Introduction to Criminal Law**

3 Credits

Pre-requisites – None

This course seeks to introduce students to the general principles of the criminal law. Students will also be introduced to specific crimes recognized by the criminal law including murder, manslaughter, assault and battery, rape and theft.

**LAW1907**

**Introduction to Contract Law**

3 Credits

Pre-requisites – None

At the end of this course, the student should understand the nature and content of contractual agreement, the requirements for its enforcement in law and its termination. The course serves as a useful introduction to business relations.

**LAW1908**

**Introduction to Tort Law**

3 Credits

Pre-requisites – None

This course introduces students to the law of civil wrongs, and to the methods by which the law fixes liability upon those whose wrongful conduct causes loss or harm to others. Tort law, and in particular the law of negligence, is an area of primary importance to legal practitioners, as it encompasses, *inter alia*, liability for personal injuries. It is also an area of law of interest to many types of businesses, notably industrial and insurance companies and publishing houses.

**LAW1909 Introduction to Property Law and Practice 3 Credits**

Pre-requisites – None

The primary aim of this course is to introduce students to general principles of law relating to the nature, acquisition and transfer of interests in land, and to the practical aspects of property transactions, such as title searches, contracts for the sale of land, conveyancing procedures and registration of title.

**LAW1910 Introduction to Constitutional and Administrative Law 3 Credits**

Pre-requisites – None

This course aims to equip students with a general knowledge of the principles of law governing Caribbean Constitutions and Administrative Law fundamentals. The course therefore seeks to locate the subject within the West Indian polity, taking into account the social, historical and political evolution of Caribbean societies.

**LAW1911 The Law of Associations 3 Credits**

Pre-requisites – None

This course examines the basic types of business associations including sole proprietorships; partnerships; and limited liability companies. It focuses primarily on the formation, operation, and dissolution of these associations. Students will be introduced to the documentation commonly used in business associations including articles of incorporation, amendment, and dissolution; and company resolutions.

**LAW1912 Introduction to Administration of Trusts and Estates 3 Credits**

Pre-requisites – None

The aim of this course is to give students a basic understanding of the trust concept and of the principles of administration of trusts as developed in statute and case law. Trust law and practice is an extremely important area of the law, particularly in those jurisdictions which have developed a vibrant offshore financial services sector.

**MATH0900 Mathematics 3 Credits**

Pre-requisites- **Students must have general mathematical computation skills and a basic knowledge of algebra**

A General Education course, Mathematics provides students with the opportunity to refresh and renew their knowledge about mathematics that will assist them in grasping tertiary level theories, problems and formulae. This course exposes students to the basic mathematical concepts, their application and the ability to express these concepts by clear expression and logical reasoning.

**MGMT1000****Introduction to Computers**

3 Credits

Pre-requisites-None

This course deals with the basics, major concepts and principles of computers and computing. Topics covered will include: evolution and classification of computers, computer hardware, software and data communications; computer data processing; and microcomputers in business.

**SPAN0900****Introduction to Spanish**

3 Credits

Pre-requisites – None

This course aims to develop the basic communicative skills of students. Students will be equipped with both receptive skills (listening and reading) and productive skills (speaking and writing).