

San Pedro Junior College



Student Handbook
of policies
“anchor in success”

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MESSAGE FROM THE DEAN

Welcome to San Pedro Junior College for the school year 2020—2021. I am confident that together with our programs and with your enthusiasm, we will accomplish our goals. Together we can grow as an institution and you in your educational endeavors. I trust that by the end of this educational journey, you, the students will have grown into better individuals, more caring persons, a highly motivated work force, and a spirited group of intellectuals.

It is my believe that these troubling times, especially with the threat of COVID19, should not deter our endeavours and together we shall overcome this and any other detractor which may threaten our educational dreams. Let us remain steadfast in our goals as we transition into the use of technology in our programs.

I invite you to read through this handbook with keen attention, as it will carry you through a very comprehensive plan of action that will ensure your success as a Junior College graduate. At the end of our two-year program you should be able to feel pride for this institution and similarly, we should be proud of you and your accomplishments.

I challenge you to take advantage of the many opportunities, which will be provided for you at San Pedro Junior College so that together we can “Anchor in Success”.

Yours in Education,

Mr. Gustavo Ellis
Dean
San Pedro Junior College



ACADEMIC CALENDER 2020-2021

June 2020

- 4 Application for Academic Year 2020—2021
- 26 Letter of Acceptance sent to students

July 2020

- 2—17 Adjunct Faculty meets with UB Quality Assurance Officer to complete Course Outline Development and Constructive Alignment
- 13—17 Notification of lecturers & Course for Semester 1 and 3

August 2020

- 5—6 Registration for First Year and returning students
- 10—28 Summer Classes for First Year Students
- 27—28 Faculty/Staff Meeting (Distribution of Course Outline)
- 31 Orientation Day/First day of classes

September 2020

- 4 late registration penalty fee implemented
- 10 St George's Caye Day Holiday (Thursday)
- 11 Last day to drop/add a course
- 21 Independence Day (Monday)

October 2020

12	Holiday for Pan American Holiday (Monday)
17	Volleyball Regionals
22	Faculty Meeting-Assessment of Grades
23	Mid-Semester Report Card Issued
31	Volleyball Nationals (hosted by SCEJC)

November 2020

14	Basketball Regionals
19	Garifuna Settlement Day (Thursday)
28	Basketball Nationals (Hosted by WJC)

December 2020

14—18	Exam Week
17	End of Semester Grades due/faculty meeting
17 & 18	Registration for second semester
18	Report Card Issued
21	Christmas Break Begins

January 2021

11	Second Semester Classes Resumes
29	Last day to drop/add a course

February 2021

27	Softball Nationals (Hosted by IJC)
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March 2021

- 3 Mid Semester grades due/Faculty Meeting
- 5 Mid Semester Report
- 8 Heroes and Benefactors Day, Monday in lieu of Tuesday
- 13 Football Regionals
- 26 School closes for Easter Holiday
- 27 Football Nationals (Hosted by CEMJC)

April 2021

- 4 Easter Sunday
- 12 Classes Resume
- 24 Track and Field (Hosted by SHJC)

May 2021

- 1 Labor Day Holiday (Saturday)
- 10—14 Exam Week
- 13 Grades due/Faculty Meeting
- 4 Report Cards Issued
- 13—14 Registration for Summer Classes
- 24 Common Wealth Holiday (Monday)
- 25 Summer Classes Begin

June2021

- 25 Summer classes Ends
- 28 Grades Due
- 29 Report Cards
- 26 Announcement of Graduates

July2021

- 10 Graduation

Introduction and Background information

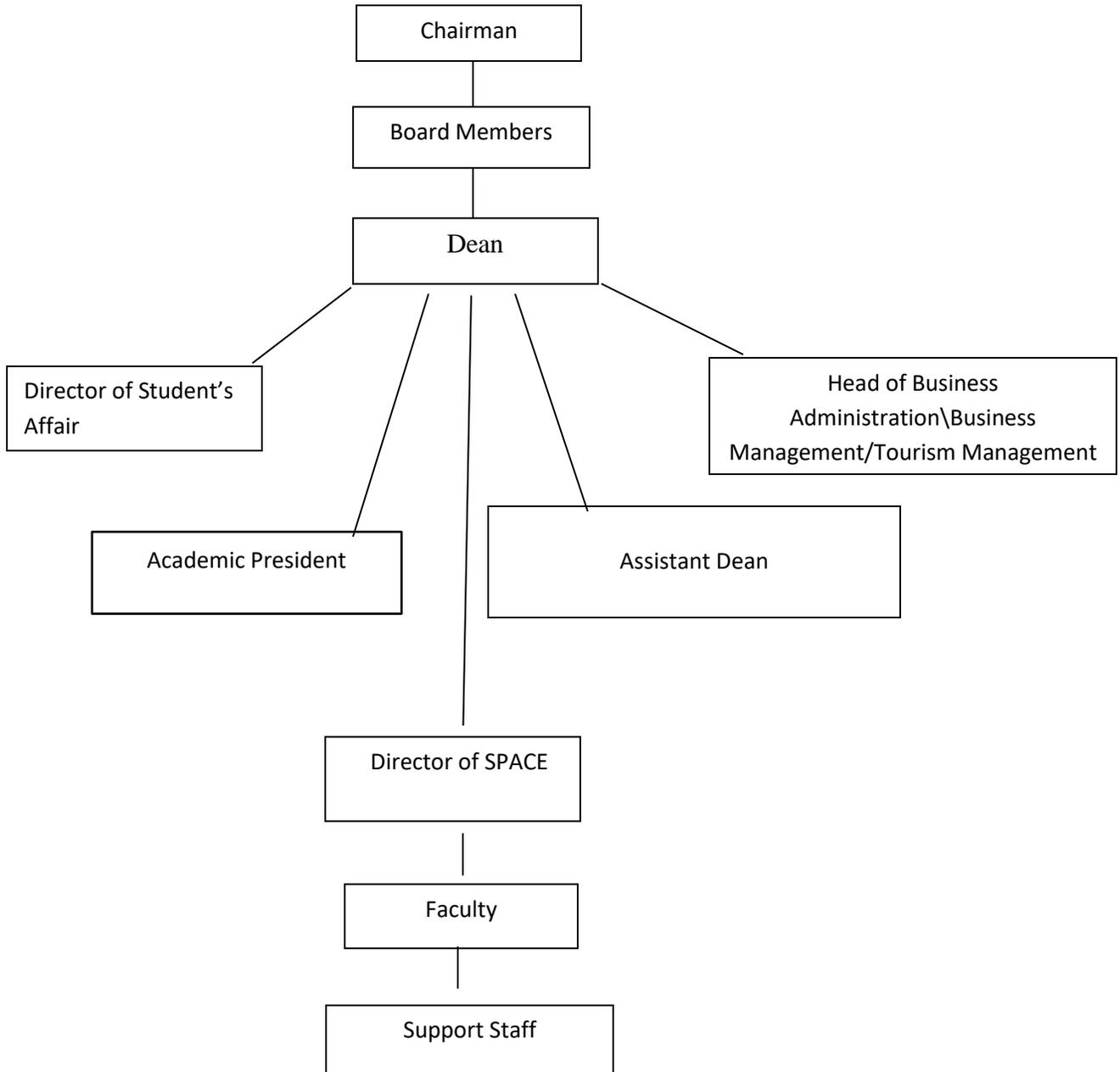
San Pedro Junior College [SPJC]

San Pedro Junior College repeats the same history of its parent institution, which is San Pedro High School. In 1971 San Pedro High was founded in order to provide greater access to secondary education to the youth of San Pedro in Ambergris Caye at a time when only an average of two persons were considered lucky to obtain a secondary education. San Pedro High commenced with an enrolment of twenty-five.

Teachers and members of the Board of Governors of SPHS along with the private sector met as early as 1996 to discuss the possibility of opening a Junior College here at San Pedro. This came about to fill the gap opened by the tourism boom that the island was experiencing. The demand for a professional work force in this field became eminent.

In the year 2000, San Pedro Junior College was founded. Its philosophy was to provide tertiary level education to a wider population who had not had the opportunity after their high school graduation. The college catered to young graduates who held full time jobs in the daytime and were desirous of enhancing their lives and job opportunities through advanced studies in the night. Fifty students enrolled in the first year program. Presently, we enjoy an enrollment of 160, all of which are directly involved in the Tourism Industry. This year, we are catering for students who wish to pursue a program in Science—An Associate Degree in Environmental Science Majoring in Coastal Management and an Associate Degree in Para Legal Studies. The Ministry of Education has recognized San Pedro Junior College providing much needed financial help to some of our students and meeting the tuition for our second year students. Presently, we are members of the Association of Tertiary Level Institutions of Belize (ATLIB) and the Consortium for Belizean Educational Cooperation (COBEC). San Pedro Junior College falls under the San Pedro High Board which oversees both institutions.

ORGANIZATIONAL STRUCTURE



ROLES OF THE SPJC STAKEHOLDERS

CHAIRMAN

The chairman of the school oversees to varying degrees, the functions and activities that the school gets involved in so to ensure that mission statement of the school is followed. Further, the chairman's responsibility is to promote and protect the image of the institution. The chairman then articulates the junior college's vision among employees and the larger community.

BOARD OF DIRECTORS

Acting on the behalf of the community, the board of directors' leadership role is one of governance. In governing, the board of directors envisions the educational future and then formulates goals, defines outcomes and sets the course of the institution. Further, the board nurtures an environment that will ensure students to reach their maximum potential level of learning and change. To achieve this, the board assesses the conditions affecting the education at the institution.

The following are other specific duties that the board is responsible for: the approval or adoption of annual budgets; working along with school administration; the recruiting, hiring and evaluation of the performance of Administrator.

DEAN

The Dean who is the CEO or Administrator of SPJC makes sure that operational strategies match the strategic goals and plans of the school. The dean supervises the operational duties of the Head of Departments, Office workers and Support staff.

ASSISTANT DEAN

The Assistant Dean is the second senior officer at the Junior College. He/she assists the Dean and collaborates with other members of the administration and staff of the College. He/she will be directly responsible of the Quality Assurance of the courses and programs delivered at the Junior College.

DIRECTOR OF STUDENT'S AFFAIR

The director of student's affair ensures that students' experiences and campus environment are communicated to the administration. Further, the director of student's affair facilitates the need for student to become abreast of what is taking place in the college and other tertiary level institution. Therefore, he/she is the Liaison officer between students, faculty and administration.

ACADEMIC PRESIDENT

The president will be responsible for the formulation and implementation and review of strategies. Directors are directly supervised by the president to ensure that stipulated plans are carried efficiently. Hence, the

fundamental duty of a president is to direct and control administration. Strategic fundraisers are directly supervised by the president.

HEADS OF DEPARTMENT

The heads of department are teachers' evaluators who are responsible of supervising and evaluating the performance of a teacher. Evaluators ought to revise and document the course outlines of the different departments of the institution. Further, the heads of department make sure that productivity is implemented in class sessions.

FACULTY

Ensure proper planning and evaluation of academic programs offered at the junior college. Provide assistance to lecturers in terms of academic and professional guidance. Guarantee the physical and professional environment for the imparting of studies in each program. Guarantee the flow of academic, sport, and social exchange among Tertiary Institutions in Belize.

SUPPORT STAFF

- SECRETARY:** The secretary will be responsible to issue late slips students, keeping records of those absent. She/he needs to ensure that tests are copied and stapled for teachers, and prepare miscellaneous reports handed down by administration from time to time.
- BURSAR:** The Bursar will be responsible for the collection of tuition fees and payments to teachers including miscellaneous expenses approved by the administration.
- WATCHMAN:** The Watchman will be responsible for the security for the campus.
- JANITOR:** The main duty of the institution's janitor is cleaning. He/she is responsible for sweeping and mopping the floors, and cleaning of the classrooms and bathrooms.
- MESSENGER/FOOD HANDLER:** He/she is responsible of delivering/collecting correspondences for the school. He/she will handle the school's canteen and will report directly to the Bursar with regards to its daily operations.

Motto

“Anchor in Success.”

Philosophy

San Pedro Junior College was established to provide greater access of tertiary level education for young graduates who will find it financially difficult to obtain it in the mainland and to others who missed the opportunity earlier. Our program was made to adapt to the changing needs of individuals who wish to pursue further education for better job placement in the field of business with emphasis in tourism. It seeks to provide an education that will make the graduate competitive, self-confident, a good family person and participate in the development of our nation, Belize.

Mission Statement

San Pedro Junior College joins the Ministry of Education in the responsibility of providing to all Belizeans and Non-Belizeans an equal opportunity to acquire knowledge and the skills and attitudes that will contribute to their personal development, to their active participation in their community and to the development of Belize. San Pedro Junior College is committed to the formation of men and women who will grow into maturity through an educational program that will enhance their physical, spiritual, social, moral, intellectual and psychological lives. The school provides a relevant curriculum and stimulates students academically to develop good moral character. It helps students discover their interest and talents and motivates them to social, athletic and cultural experiences. It strives to strengthen values that will last a life time and help them to *Anchor in Success*.

VALUES

The Board of Directors, faculty, staff and students of San Pedro Junior College, in implementing the Mission of this institution, subscribe to the following values:

COLLABORATION – All members and personnel of SPJC are encouraged to actively participate in curricular and extra-curricular activities to promote creative problem solving, better acceptance of decisions made, and a more trustful working environment.

COMMITMENT – We are committed at all levels in attaining the educational/learning/strategic objectives of this institution so as to benefit both the communities and society as a whole. To accomplish the mission, we must work diligently to maintain an outstanding learning environment.

COMMUNICATION - As a part of SPJC, faculty and staff, board of directors and other stakeholders, have the responsibility to communicate openly and honestly as receivers and senders of information using multiple communication channels. This includes sharing of information and feedback so as to have a better criteria for the decision making process in order to generate an environment of trust in which individuals can work effectively.

CONFIDENTIALITY - As a member of San Pedro Junior College we value confidentiality as this builds trust, respect and security not only in the individual, but to the organization as well.

INTEGRITY – As part of the SPJC family, teachers and students alike honor our institution by maintaining respect and discipline towards each other bearing in mind the importance of our individual roles in giving our school an integral reputation.

LEADERSHIP – We are committed to respecting visionary leadership and taking ownership of the great qualities of true leadership which include openness, humility, respect, compassion and perseverance. We will meet our roles to the best of our ability by praising the work that is fruitful and taking individual initiatives to go beyond the call of duty.



PROFILE OF THE IDEAL SAN PEDRO JUNIOR COLLEGE STUDENT

The ideal San Pedro Junior College student is expected to:

- develop the capability to create and take advantage of opportunities that contribute to the improvement of the community and Belize
- have an informed respect for the cultural heritage
- have an appreciation for moral issues including responsibility for self and community
- be aware of the importance of tourism and living in harmony with the environment
- have a strong appreciation of family and kinship values, community cohesion, and moral issues including responsibility for and accountability to self and community;
- Use communication technology in a socially appropriate manner
- Respect self, persons in authority and the environment, display positive behaviour
- Analyze, interpret and evaluate information, concepts and ideas applicable to the field of work or study
- Express self effectively in orally and written language and adapt communication to the context and purpose
- Make morally appropriate decisions
- Select, adapt and use relevant skills, methods, tools, resources and procedures to resolve challenges in different contexts
- Take responsibility for leading, developing, and planning course of action that impacts the democratic process
- Create employment opportunities for self and others and remains competitive
- Recognize and appreciate cultural differences
- Exercise initiative, autonomy and judgement in completing tasks and procedures relevant to the field of work or study.

GENERAL OBJECTIVES

1. Develop student's capacities and skills by applying modern technologies and practices in their respective programs.
2. Sensitize the students and communities of the importance of poverty alleviation by using the scientific systematic approach including the use of modern tools and current technology.
3. Assist students to develop professional ethics and communication skills.
4. To stimulate interest and desire of both students and teachers for lifelong learning through intellectual challenges.
5. To equip students with experiences that will prepare them to interact effectively in multi-cultural and multi-disciplinary settings.
6. To provide students with the opportunity to experience hands-on learning through the integration of field experiences.
- 7.

DESCRIPTION OF DEPARTMENTS

General Core and English Departments

The General Core and English Departments of San Pedro Junior College are geared towards imparting wide-ranging knowledge in the areas of English, Mathematics and Social Sciences. The main objective of the departments is to provide a holistic curriculum to students to strengthen their competence in their respective programs. This is achieved through the integration of hands on work, an interactive learning environment and a vast array of academic resources for students to have an ample perspective in the subject areas. The knowledge being imparted to students through this department is applied to their Major Programs. Furthermore, the General Core Department functions as the pillar that interconnects all the programs as the students and teachers share in general Mathematics, English and Social Science knowledge that will mold their ethical and guiding principles through life.

Tourism Management Department:

This department caters to nature lovers, those passionate about conservation and experimental studies. In our department, we take pride in our accessible and well-trained faculty, the breadth of programming, and our outstanding capacity to advise developing students into a productive career. The department offers a broad, holistic approach to the life and Natural Resources Management with emphasis in conservation and protection of the reef including its habitat. Our curriculum includes a variety of core foundational courses that will mold the students into the field of Tourism Management

Business Administration/Business Management Department:

Business Administration and Business Management is a foundation course that caters for individuals aspiring to become entrepreneurs and business workers. It also caters to individuals who are already on the work force to enhance their skill and knowledge for the demanding business community. The core foundation of planning, leading, organizing and controlling are main aspects that are integrated in the course so that students can apply it in micro business and worldwide management. Therefore, the well-structured business department curriculum is a starting point for students to learn not only academia courses but to be able to apply themselves in our competitive business society. Furthermore, students will also be equipped with strategies used to solve environmental and ethical issues in the daily operations in the business world.

Environmental Science/Paralegal Studies:

Environmental Science and Paralegal Studies are programs designed for those students who wish to venture into the Science and Humanities field. It caters but not limits to students who studied Academic and General Studies at their respective High Schools. Environmental Science will strengthen the students' knowledge of Science and better understand the dynamics of sustainable development with the natural resources available. Paralegal Studies will serve as the stepping stone to a higher career in criminology and law. Most important the students will use relevant cases with regards to land acquisition etc. which are essential in the real estate market.

Administration, Faculty and Staff

First Name	Last Name	Position/Courses
Mr. Gustavo	Ellis	Dean
Mr. Froylan	Gilharry	Assistant Dean/Head of Tourism Management Department/Hospitality Marketing/Tourism Management
Miss Neima	Gomez	Head of Business Administration/Business Management Department/Micro Economics/Cost Accounting/Intermediate Accounting
Mrs. Consuelo	Brown	Financial Clerk
Mrs. Ana	Reyes	Secretary
Mrs. Dulce	Gonzalez	Messenger /Food Handler
Mr. Mercedes	Valdez	Security
Mr. Luis	Moh	Janitor
Mr. Jairo	Sosa	Belizean History
Mr. Roberto	Canche	Belizean History
Mr. Josue	Alvarenga	Business Communication
Mrs. Giselle	Lobos	English
Mrs. Karla	Balam	English
Mrs. Neima	Ozaeta	Principles of Accounts/Micro- economics/cost accounting/ Business Management/
Mr. Froylan	Gilharry	Tourism Management/ Business law/ Hospitality Management
Mrs. Ariel	McFadzen	Intermediate Algebra
Mr. Pedro	Garcia	Intermediate Algebra/ Bio-Statistics
Mrs. Areli	Canche	Psychology/ Research Methods
Ms. Mariela	Archer	Conservation of the Reef
Mr. Josue	Sosa	Principles of Marketing/ Costumer service

Academic Programs

San Pedro Junior College currently provides two years program for students to pursue an Associate's degree in five specific areas. All programs engage the students in hands on field experiences and promote skills for entrepreneurial development. These programs prepare and guide students to become entrepreneurs or to assist in the development of other firms and business entities.

Programs currently offered

- **Business Administration**
- **Business Management**
- **Tourism Management**
- **Environmental Science**
- **Paralegal Studies**

Description of Programs

➤ Business Administration

This program provides opportunities for a graduating student who has the option to further her or his education in either Business Administration or Accounting in any undergraduate University. In order to achieve this, the program consists of core courses that would earn a graduating student an associate degree in Business Administration Majoring in Accounting. It also gives the opportunity to students who are already in the work force to enhance productivity through innovating ideas and techniques. We believe that success is achieved by instructing students in the class as well as providing hands-on experience with technology so that students may compete and be successful in the work force.

Tourism Management

This Program will expose students to the travel, Organizational behavior and Sustainability of the tourism industry. It studies the structural composition and development of tourism in the Caribbean and in Belize. Tourism is on the rise in Belize and this industry offers many employment opportunities for Belizeans. At San Pedro Junior College we prepare our students with the knowledge, skills and resources to become productive in the tourism sector. Students are also given the opportunity to acquire knowledge about tourism through the integration of practical activities, technical support, conferences, field trips, and an assortment of other activities that will assist the students to undergo a growing awareness of the components, structure and functions of tourism as an industry.

Business Management:

This program introduces a broad framework of business principles applicable in our dynamic business arena. All concepts taught are related to the functions of management which are planning, organizing, leading and controlling. Thus, students are able to develop skills necessary for effective leadership. In addition, this program focuses on interpersonal skills needed for students to develop effective communication, and relationship building in the workplace. In a nutshell, students will become a well- rounded enthusiastic business associate.

Environmental Science Majoring in Coastal Management:

This program is an interdisciplinary academic field that integrates physical, biological and information Sciences including chemistry, biology, physics and management. Thus, the students are able to develop their understanding of the environment in a scientific approach and practice micro and macro management of its resources for sustainable development.

Paralegal Studies:

This program is a highly supportive academic experience that will assist students to develop the skills necessary to excel in the Legal Professional Field. The program will teach students the rules and laws governing the conduct of paralegals and to assist them to internalize high ethical values and behavior. It will also prepare students to perform legal research and relate to a variety of legal documents with regards to real estate, hospitality and labor jargon.

COURSE SEQUENCE FOR PROGRAMS

Business Administration majoring in Accounting 86 credit hours

<u>CODE</u> <u>HOURS</u>	<u>COURSE DESCRIPTION</u>	<u>CREDIT</u>
<u>Semester 1</u>		
HIST 1014	Belizean History	3
ENGL1015	College English 1	3
MATH 1014	Intermediate Algebra	3
CMPS 1004	Computer Application I	3
PSYC 1014	Introduction to Psychology	3
ACCT 1014	Intermediate Accounting I	4
<u>Semester 2</u>		
ENGL 1025	College English II	3
CMPS1024	Computer Application II	3
ACTG1054	Intermediate Accounting II	4
MGMT2055	Business Ethics	3
FNAN 2014	Principles of Finance	3
RSCH 2014	Research Methods	3
<u>Semester 3</u>		
BLAW 2014	Business Law	3
ENGL2211	Communication English I	3
ECON 2054	Micro Economics	3
NRMP 1001	Conservation of the Reef	3
ACTG 2030	Cost Accounting	4
<u>Semester 4</u>		
MKTG 2015	Principles of Marketing	3
ENGL 2212	Communication Studies II	3
MATH 2045	Business Statistics	3
SOCL 1014	Introduction to Sociology	3
ECON 2014	Macro Economics	3
ACTG 2050	Managerial Accounting	4
Graduate Students will need to take a work force orientation equivalent to 4 credit hours (INTERNSHIP). Two subjects are done for summer classes.		
BCOM 2100	Business Communication	3
ACTG 2995	Internship	4
ACTG 2014	Quick Books	3
E&M1119	Ethics & Morality	3

Major – Tourism Management 82 credit hours

CODE	COURSE DESCRIPTION	CREDIT
<u>Semester 1</u>		
HIST1014	Belizean History	3
ENGL1015	College English I	3
MATH1014	Intermediate Algebra	3
CMPS1004	Computer Application	3
TOUR1014	Tourism Management	3
PSYC1014	Intro to Psychology	3
<u>Semester 2</u>		
ENGL1025	College English II	3
CMPS1024	Computer Application II	3
TOUR2011	Accommodations Management	3
MGMT2055	Business Ethics	3
FNAN2014	Principles of Finance	3
RSCH2014	Research Methods	3
<u>Semester 3</u>		
BLAW2014	Business Law	3
ENGL2011	Communication Studies 1	3
TOUR2202	Hospitality Marketing	3
ECON2054	Micro Economics	3
NRMP1001	Conservation of the Reef	3
<u>Semester 4</u>		
MKTG2015	Principles of Marketing	3
ENGL2012	Communication Studies II	3
MATH2042	Business Statistics	3
TOUR2152	Food & Beverage	3
SOCL1014	Intro to Sociology	3
ECON2014	Macro Economics	3

Graduate Students will need to take a work force orientation equivalent to 4 credit hours (**INTERNSHIP**). Two subjects are done for summer classes.

TOUR1111	Tour Guide Training	3
MGMT1020	Critical Thinking	3
ACTG1014	Principles of Accounting	3
MGMT2995	Internship	4
E&M1119	Ethics & Morality	3
EMI2019	Ethics & Issues in Moral Decision	3

Major – Business Management 82 credit hours

CODE	COURSE DESCRIPTION	CREDIT
<u>Semester 1</u>		
HIST1014	Belizean History	3
ENGL1015	College English I	3
MATH1014	Intermediate Algebra	3
CMPS1004	Computer Application I	3
MGMT1014	Business Management	3
PSYC1014	Intro to Psychology	3
<u>Semester 2</u>		
ENGL1025	College English II	3
CMPS1024	Computer Application 11	3
MGMT2055	Business Ethics	3
FNAN2014	Principles of Finance	3
RSCH2014	Research Methods	3
MGMT2040	Small Business Management	3
<u>Semester 3</u>		
BLAW2014	Business Law	3
ENGL2211	Communication Studies 1	3
BCOM2100	Business Communication	3
ECON2054	Micro Economics	3
NRMP1001	Conservation of the Reef	3
BUSM2103	Production and Operation Management	3
<u>Semester 4</u>		
MKTG2015	Principles of Marketing	3
ENGL2212	Communication Studies II	3
MATH2042	Business Statistics	3
SOCL1014	Introduction to Sociology	3
ECON2014	Macro Economics	3
MKTG2052	Customer Service	3
<p>Graduate Students will need to take a work force orientation equivalent to 4 credit hours (INTERNSHIP). Two subjects are done for summer classes.</p>		
ACTG2014	Quick Books	3
MGMT1020	Critical Thinking	3
ACTG1014	Principles of Accounting	3
MGM2995	Internship	4
E&M1119	Ethics & Morality	3
EMI2019	Ethics & Issues in Moral Decision	3

Major—Environmental Science in Coastal Management

CODE	COURSE DESCRIPTION	CREDIT
<u>Semester 1</u>		
SCIE 204	Fundamental Ecological Principles	3
CHEM 101	General Chemistry	3
CHEM 101L	Chemistry Lab 1	1
ECON101	Microeconomics	3
PSYC 1014	Introduction to Psychology	3
COMP 101	Intro to Computer	3
HIST 112	Belizean History	3
<u>Semester 2</u>		
SCIE 205	People, Environment and Sustainable use of natural resources	4
RSMT123	Research Methods	3
ENGL1015	College English 1	3
E&M 1119	Ethics & Morality	3
BIOST 112	Biostatistics	3
<u>Semester 3</u>		
SCIE 211	Sustainable agriculture and energy use	4
BIO101	General Biology 1	3
BIO101 L	Biology lab 1	1
BLAW2014	Business law	3
ENGL 1025	College English 11	3
SOCL 1014	Introduction to Sociology	3
<u>Semester 4</u>		
SCIE 212	Energy use/pollution of the environment	4
MKTG2015	Principles of Marketing	3
BCOM2100	Business Communication	3
ENGL2211	Communication Studies 1	3
Graduate Students will need to take a work force orientation equivalent to 4 credit hours (INTERNSHIP). Two subjects are done for summer classes.		
ACTG 2014	Quick Books	3
MGMT1020	Critical Thinking	3
ACTG1014	Principles of Accounting	3
MGM2995	Internship	4
E&M1119	Ethics & Morality	3
EMI 2019	Ethics & Issues in Moral Decision	3

Major— Paralegal Studies Program 82 Credit Hours

CODE	COURSE DESCRIPTION	CREDIT
<u>Semester 1</u>		
HIST 1014	Belizean History	3
ENGL 1015	English Grammar and Composition 1	3
MATH 1014	Intermediate Algebra	3
CMPS 1004	Computer Application 1	3
PSYC 1014	Introduction to Psychology	3
LAWW 1121	Principles of Public Law	3
<u>Semester 2</u>		
ENGL 1025	English Grammar & Composition 11	3
CMPS 1024	Computer Application 11	3
PLGS 1121	Introduction to Legal Research & Writing	3
LAWW 1120	Caribbean Legal Systems	3
RSCH 2014	Research Methods	3
<u>Semester 3</u>		
LAWW 2222	Criminal Law	3
ENGL 2015	Communication Studies 1	3
PLGS 2227	The Law of Associations	3
PLGS 1122	Law Office Management	3
PLGS 2225	Civil Practice & Procedures 1	3
PLGS 2123	Criminal Practice & Procedures	3
<u>Semester 4</u>		
PLGS 2226	Civil Practice & Procedures 2	3
ENGL 2212	Communication Studies 2	3
PLGS 2224	Introduction to Family Law	3
LAWW 2224	Law of Contract	3
LAWW 2223	Law of Tort	3
<p>Graduate Students will need to take a work force orientation equivalent to 4 credit hours (INTERNSHIP). Two courses are done for summer classes.</p>		
MGMT 2995	Internship	4
LAWW 1225	Real Property	3
LAWW 1121	Principles of Public Law	3
PLGS 2227	The Law of Association	3
PLGS 2228	Introduction to Wills, Trust, Probate & Admin	3

Course Description

MGMT 1014 BUSINESS MANAGEMENT

This course introduces students to the basic concepts of management and entrepreneurship. Topics include: managerial functions: planning, organizing, leading and controlling; evolution of management theory; internal and external environments; managerial ethics and social responsibility; entrepreneurship; foundations of planning; strategy formulation; managerial decision making; organizational design and strategy; innovation and change; human resource management; motivation and leadership; communication and teamwork. Furthermore, enough effort will be made to adopt this course to suit local realities in Belize and the Caribbean.

ECON 2054 MICROECONOMICS

Principles of Economics: is a fundamental course delivered for students' to understand the basic principles of microeconomics. Therefore, the basic principles of marketing make students aware of the importance of managing the availability of scarce resources. Microeconomics pertains to individual consumer and individual firm decision making after evaluating costs and tradeoffs. In this course, student will learn how and why former decisions affect one another in the economy. Further, major issues such as consumer and producer behavior, the nature of supply and demand and the different kinds of markets will be discussed.

EMI2019 ETHICS ISSUES IN MORAL DECISIONS

This course attempts to provide a framework for discussion for some controversy, contemporary social/moral issues and cases. It hopes to encourage respectful dialog to encourage respect for moral pluralism among those in dialog over the issues.

RSCH2014 RESEARCH METHOD

This three credit course will introduce students to the basic concepts, theories, methods and the major steps involved in conducting a research study. The areas covered include: the research process and the structure of the enquiry process; different methods of observation and data collection; techniques for analyzing and presenting data and writing the research report. As a result of familiarizing the student with various research approaches, he/she will apply this knowledge to the Belizean society in a course project.

The rationale of this course is to give a well rounded view of the discipline to students who take only an introductory course; to provide a social science support core course for all programs at the Faculty of Management and Social Sciences; and to provide, for those who plan to concentrate in the social sciences, the necessary background for further study.

PSYC1101 INTRODUCTION TO PSYCHOLOGY

This three hour credit course is designed to expose students to the field of psychology. As an introductory course, it addresses the basic principles and concepts of/and provides an overview of the field of psychology. Throughout this course is an emphasis in developing an understanding of psychology as the science of cognition and human behaviour. Special attention is given to providing a general understanding of the affective, behavioural and cognitive processes of human behaviour. Topics surveyed include but are not limited to research methodology, consciousness, motivation, learning, cognition, physiology, perception, intelligence, psychological disorders, personality theories, and human development. It also explores the application of psychological principles and concepts to business, social and personal life in Belize.

ENGL2111 COMMUNICATION STUDIES 1 (ENG 299)

Communication Studies emphasizes the wider framework of communication principles, systems, and processes within which language use has context, achieves coherence and is enhanced. This course focuses specifically on the appreciation of the linguistic complexity and diversity of the Caribbean and the implications of the diversity for social, cultural, and economic transactions.

CMPS 1004 COMPUTER APPLICATION 1

The material in this course will be covered in a 15-week period. This is an introductory course in the techniques of using computers and application software. Students will gain knowledge of the hardware, software used in most computer systems available. The applications covered in this course are MS Word, MS Excel, MS PowerPoint and MS Access. While most of the course is planned to be hands on, some theoretical aspects must be covered before any practical work is done.

ENGL 1015 College English 1

College English 1 provides an intensive study of the English Language with a focus on writing, reading and presentation skills at a College Level. It places special emphasis on the problems of Language inference in writing and comprehension, and on correctness and appropriateness of Language in a given situation. The component of Research also enhances the analytical skill of students. It also provides the basis for development and the objectives of the cape communication studies syllabus.

BLAW 2014 BUSINESS LAW

This course is meant to provide a general introduction to the legal environment that affects individuals, businesses, and business transactions. In addition to providing a general introduction to the English Legal system, this course will focus on specific legal topics such as contracts.

NRMP 1001 CONSERVATION OF THE REEF

Belize's coastal and marine ecosystems represent an extremely valuable asset that is significantly important in ecological, social and economic aspects of our island community. Coral Reefs, Seagrass meadows and mangrove lined coasts provide critical protection against the erosive forces of ocean waves; they support countless numbers of vertebrate and invertebrate species, including some that have high commercial value for our fishing industry; and provide a vibrant attraction central to our tourism industry. This course intends to provide a holistic approach to understanding the importance of our coastal and marine ecosystem. Students will be exposed to the ecology and science of coral reefs as well as Socio-economic and governance aspects of it.

MATH1014 INTERMEDIATE ALGEBRA

The curriculum, will allow our students to explore, discover, analyze and apply mathematics. Our students will learn from a variety of teaching techniques and strategies which utilize all modes of learning, involving various resources, hands-on activities, audiovisual aides, and the use of computer technology and calculators. Our students will be prepared to function in a global society through the use of problem solving, communication, and reasoning by integrating the mathematical concepts across the curriculum areas in real-world situations.

FNAN 2014 PRINCIPLES OF FINANCE

This three-credit course is required of students doing the Associate or Bachelor's degree program in Business Administration and the Bachelor's degree program in Tourism Management or Accounting. Students will be introduced to financial management and will learn the fundamental concepts in financial management by looking at crucial concepts in finance such as Firms and the Financial Markets, Financial Statements and Analysis, Time Value of Money, Risks and Rates of Return, Interest Rates, and Capital Budgeting.

CMPS1024 COMPUTER APPLICATION II

The material in this course will be covered in a 15-week period. This is an intermediate/advanced course in the techniques of diagnosing computer problems and using computers and application software. Students will gain knowledge of the hardware and software used in most computer systems.

MKTG2015 PRINCIPLES OF MARKETING

This course will enlighten students with the fundamental skills needed In providing exceptional customer value and satisfaction, learn to prepare marketing research and strategies necessary for the opening and running of a business and learn how to develop new products and establish them in an existing market such as Belize.

BUSM 2103 PRODUCTION AND OPERATION MANAGEMENT

This course aims to provide an understanding of the operations involved in the production of goods and services in manufacturing and service-oriented organizations. It helps students develop an awareness of the importance of productivity and quality in production. It also acquaints students with the use of tools and techniques required for production and operations management and the impact of the external environment on the production and operations functions.

HIST1014 BELIZEAN HISTORY

This course is a dynamic one. It looks at patterns and changes with people; our political evolution; economic development; and cultural growth. Each unit is organized around a theme that demonstrates an interconnectedness of ideas and events so that students can make connections across time. Students will see how events in the past affect contemporary life.

SOCL1014 INTRODUCTON TO SOCIOLOGY

This course introduces the student to a study of sociological perspectives, issues and concepts. Topics include: Nature of the study of Sociology. Perspectives and Scientific Methods for the Study of Society, Doing Sociology: The Methods of Sociological Research, Socialization, Culture, Race and Ethnicity, Family and one other major institution.

MATH2042 BUSINESS STATISTICS

This course introduces the fundamental ideas of statistics and can be applied to any discipline. Topics include: collection, description, and presentation of data; calculating central tendency and dispersion; probability and statistical inference; hypothesis testing (means, proportions, variances, one and two samples); correlation and regression; decision making and sampling. Students will be exposed to these topics and how each applies to business community. Students will grasp concepts using both manual computations and statistical software.

ENG2212 COMMUNICATION STUDIES II

Advanced English builds on the written and oral skills acquired in Grammar and Composition. In conjunction with the continued work on reading, writing, and critical thinking, this class will focus on creative non-fiction and multiple research methods, leading to a documented research paper, which explores a locally relevant topic. In addition, the course provides experience with literature through selected readings and discussions. As with the previous course, Advanced English will stress writing as a process with emphasis on generating, reflecting on, revising and editing text. There will be oral presentations at the end of the course.

BCOM2100 BUSINESS COMMUNICATION

This course allows students to understand the basic elements of communication. It introduces the principles of effective writing and effective speech. It also integrates ever-changing communication technology that affects methods and media of organizational and personal communication.

ACTG2014 QUICK BOOKS

Competently and accurately use of accounting software to create a company accounting solution and implementation using the features of Intuit QuickBooks business application.

ENGL 1025 COLLEGE ENGLISH I

This course will discuss and analyze stories, poems, sonnets and essays. Students will learn what is literature and the importance of literature. Students will develop the meaning of an idea through explication, which will allow them to create connections between different works of literature. Finally, students will move from an opinion to a thesis. They will learn the elements of a full thesis which will lead to a well constructed five paragraph essay.

ECON 2014 MACRO ECONOMICS

This course will examine macro-economic issues such as full-employment, macroeconomic goals which will be facilitated via monetary and fiscal policies, Also, economic development will be at the core as students see a nation moving from agriculture via mechanization to industrialization. Also, the national and international economy will be discussed with a focus on aggregate demand and supply. In order to better understand the economy's performance, students will study economic indicators, such as inflation, interest rates and unemployment which will bring clarity to fiscal and monetary policies. As a group, students will have to do presentations on trade agreements connecting it back to Belize and the Caribbean region.

MGMT 2040 SMALL BUSINESS MANAGEMENT

This Course is a study of entrepreneurs and small business, the importance of entrepreneurship and small business in developing economies, the creation of a small enterprise, and the management of small firm. Emphasis is placed on the identification and selection of viable business opportunities; start up, growth and operational issues unique to small businesses; and the development of workable strategies for small business success. Students will have the opportunity to integrate the concept learned in lectures with practical experience by developing a business plan based on an approved business concept to be implemented by an entrepreneur to a new business.

ACTG2030 COST ACCOUNTING

Cost accounting provides key data to managers for planning and controlling, as well as data on costing products, services, and customers. By focusing on basic concepts, analyses, uses, and procedures instead of procedures alone, we recognize cost accounting as a managerial tool.

TOUR2202 HOSPITALITY MARKETING

This course will help students to understand the fundamentals of marketing in the hospitality industry. Students will learn the principles of other service – related vocational areas of leisure and tourism. Tourism marketing covers important principles and concepts such as behavioral sciences and management theory and takes a practical marketing approach.

TOUR1014 INTRODUCTION TO TOURISM MANAGEMENT

This course is designed to introduce students to the tourism industry. Students will learn what to expect in the tourism industry and why it is so important to us. Students will be exposed to potential avenues in the tourism field. Important aspects necessary for a successful tourism industry will be discussed. This course is broad-based encompassing global terms, principles, practices and philosophies of tourism. Students will be provided a base for them to understand the importance of tourism to the country of Belize as well as the region and internationally. Students will be able to recognize organizations that provide services and products for use by the locals as well as visitors.

ACTG 2014 INTERMEDIATE ACCOUNTING 1

Accounting is a core principle that ought to be applied in its financial system since it provides necessary information to anyone who owns, manages or uses economic resources or engages in economic activity. A focused on the internal and external users such as investors, creditors, legislators and customers well embedded in financial accounting. Therefore, the main focus of this course will be Financial Accounting. Financial accounting records, summarizes, and communicates economic events of entities based on established principles, standards and legislation. Students sitting this course will be able to evaluate the performance of businesses using published financial statements and other accounting information.

TOUR 2011 ACCOMODATION MANAGEMENT

This course will help students to understand one of the most important sectors in the tourism industry which is the Accommodation sector. This course will provide students with the fundamental skills to manage Hotels, Resorts and Bed & Breakfast.

TOUR 234 EVENT PLANNING

This course will allow students to examine the fundamental aspects of various types of events in both a national and international level. This course will cover event planning from the beginning to the end. Students will learn marketing, planning, costing, budgeting, and executing of events. This course will require students to develop and present a major project that must detail the beginning to the end of an event and to be presented in class.

TOUR2152 FOOD AND BEVERAGE

This course will help students to understand one of the most successful and profitable industry, the Food & Beverage industry. This course combines theory and

Course Objectives

At the end of the course students will be able to:

- ✚ Learn the proper foodservice models and systems to follow
- ✚ Be able to create different types of menus for different events
- ✚ Be able to apply and create functional subsystems
- ✚ Achieve managerial functions and create linking processes
- ✚ Learn the different types of food groups
- ✚ Be able to solve different problems that may arise at a restaurant

TOUR 1111 TOUR GUIDE TRAINING

This manual is intended to be used by participants of the introductory National Tour Guide Training Program course. It provides material on six content areas, each focusing on a different aspect of the knowledge and skills needed to become a successful tour guide. Exercises are included, throughout the manual, that allow and encourage trainees to practice knowledge and skills as they are learned. The internship component, included at the end of the program, allows each trainee to apply their newly acquired skills in the field, with a practiced tour guide as a mentor, before beginning to lead tours on their own. Also included in each chapter is a list of recommended readings and a bibliography, to be used as a reference resource, and to encourage trainees to enhance their knowledge and skills beyond the training program.

ACTG 2050 MANAGERIAL ACCOUNTING

Managerial Accounting is the study of the use of cost data by management as a tool for planning, control, and decision making. Focus on cost behavior, design of job order and process costing systems, flexible budgets, capital budgeting, relevant costs, and product pricing. Pre-requisites: Intermediate Accounting I and II, and cost accounting.

ACTG 1014 PRINCIPLES OF FINANCIAL ACCOUNTING

The aim of this three-credit course is to introduce students to the fundamental concepts and techniques of the basic accounting system as it applies to sole traders, in both merchandising and service industries. The accrual and cash basis of accounting are covered, together with end-of-period adjustments. Through exercises and problems, students will gain an understanding of the accounting cycle; demonstrate proficiency in performing tasks associated with the completion of the accounting cycle, including the preparation of the income statement, statement of owner's equity and balance sheet. Students will also be able to interpret information presented on financial statements in order to make operational and investment related decisions.

MGMT2055 BUSINESS ETHICS

This course introduces student to the relevance and importance of ethics and social responsibility in business. Important learning objectives are to increase students' awareness and understanding of ethical issues in business, and to provide students with useful conceptual tools to guide analysis and decisions. The ultimate intent of the course is to leave students better equipped to identify, think critically about, and resolve ethical issues that are encountered in one's working life at the individual, organizational, and societal levels.

Some of the conceptual tools and frameworks to be discussed throughout the course include:

- ✦ Ethics versus the Law
- ✦ Moral Responsibility
- ✦ Moral Theory, Reasoning, and Development
- ✦ Ethical Decision-Making
- ✦ Corporate Social Responsibility Theory

The course will apply these conceptual tools and frameworks to the treatment by business of their various stakeholder groups including: shareholders; employees; consumers; suppliers, the natural environment, communities, and governments. The course conclude with a discussion of how companies can better establish ethical corporate cultural (e.g., compliance and ethics programs).

MKTG 2052 CUSTOMER SERVICE

This introductory course is designed to sensitize students to the crucial role that quality customer service plays in the success of organizations. The importance of delivering quality customer service consistently will be emphasized. Strategies and techniques designed to maintain and exceed customer expectations and thereby enhance customer value and build customer loyalty will be explored.

ACADEMIC POLICIES FOR STUDENTS

General

1. Students must earn a minimum grade point average of 2.0 to meet the passing requirement for each semester.
2. Students must complete the required semester credit hours for every semester as determined in the program course sequence.
3. Students must successfully complete all subjects with a minimum grade of “C” for core subjects and for general core subjects to obtain an Associate’s Degree. (For transferability to the University of Belize a student must attain a minimum grade of C+ in Core Subjects)
4. No transfer student qualify to be Valedictorian, if they transfer more than 18 credit hours. Nor if they have done an associate degree prior to enrollement.

Repeat or Remedial Courses

5. Students that do not meet the required passing mark in a given subject must repeat the subject when it is offered in another semester.
6. Upon request and approval of administration and instructor, for a given subject, students can take a remedial course outside of the scheduled course sequence for the semester.
7. Payments for Remedial Courses must be made IN FULL before initiating the course. (Note that payment DOES NOT GUARANTEE an automatic pass)
8. Remedial Courses should be taken seriously. Students should consider the remedial course as a regular course for which they have to earn a passing mark.
9. No student is allowed to repeat a course more than **twice**.
10. A student cannot score more than a C+ at the end of the remedial course.

San Pedro Junior College

Internship Guidelines

All San Pedro Junior College students must do an internship or practicum as part of their graduation requirement. The internship is equivalent to a six (6) credit hour course with a minimum of seventy two (72) contact hours or 3 weeks. The internship should be done at the end of their academic courses.

Guidelines:

- Only Second year students will be allowed to do the internship/practicum.
- Students who already have a job, will be allowed to do their internship/practicum in said place only if they meet the following criteria:
 - a. The job should cater to at least 70% of the content of the students' program of study.
 - b. The final grade of the student should be determined in a three party system—the school's evaluator, the immediate supervisor of the student and a peer employee.
 - c. There must be a minimum of at least three (3) on site visit by the school evaluator.
 - d. The evaluator's grade will be 60% weight of the student's final grade.

A student, who does not have employment, will do its internship a place determined by San Pedro Junior College and must follow the following criteria:

- The job should cater at least 70% of the content of the student's program of study.
- The final grade of the student will be determined in a bipartisan system—the school's evaluator and the immediate supervisor of the student.
- There must be a minimum of at least three (3) on site visit by the school evaluator.
- The evaluator's grade will be 60% weight of the student's final grade.

REMEDIAL FEES

Number of Subject Credits	Cost per Subject
1	\$ 100.00
2	\$ 200.00
3 & 4	\$ 300.00

Part time Students

11. A part time student is a student allowed to register for a maximum of 12 credit hours.
12. Part time students pay registration fees, an ATLIB fee and \$45.00 per credit hour for subjects taken.
13. Part time students have the option and responsibility of taking part in sporting and extracurricular activities.

Students Registering in January Cohort

- Students who register in the January Cohort may apply to do courses missed in the First Semester through the following guidelines:
 - (a) Student must maintain a G.P.A. of 3.0 or more
 - (b) Student must apply in writing if they so desire to finish along with cohort registered in August.
 - (c) Students who opt for completion along with the August intake must take subjects independent to their registered subjects for the Semester II or January to May semester.
 - (d) Students will be required to pay a fee of \$200 per subject.
 - (e) Student will be allowed one subject along with the one already being registered for in the second semester.
 - (f) Independent subject should not run for less than 5 weeks.
 - (g) Student must pay their registration fee of \$575.00 before taking courses.

Grading System- Table of Letter Grade Description

A⁻ to A	Work of the highest quality. Students have mastered nearly all to all of the course material.
B to B⁺	Work of high quality. Students have mastered most of the course material.
C to C⁺	Work of acceptable quality. Students have mastered the majority of the course material.
D to D⁺	Work of barely acceptable quality. Students have mastered some of the course material.
F	Work of unacceptable quality. Students have mastered little of the course material.
I	Incomplete

Table of Numerical Grade Scale

Letter Grade	Number Grade Range (%)	G.P.A range
A	95-100	4.00
A-	90-94	3.75
B+	85-89	3.50
B	83-84	3.00
C+	75-79	2.50
C	70-74	2.00
D+	65-69	1.50
D	60-64	1.00
F	0-59	0.00

Conduct During Final Examinations and Tests

14. Final examinations are for the duration of two hours. Students are to remain in the exam room for a minimum of 1 hour before leaving the exam room.
15. The instructor/Invigilator is the ONLY person that will monitor the duration of time for ALL assessments.
16. Students will not be permitted to leave the exam room UNTIL they have turned in their exam paper.
17. Students are responsible for having ALL of the materials required for ALL assessments ON TIME.
18. Students MUST be punctual for examinations. A student who reaches late to an examination may be granted extra time to compensate its tardiness under the instructor/Invigilator discretion
19. Students MUST follow all written or verbal instructions carefully.
20. Students are allowed to use ONLY materials that are required for the examination. Students MUST put their bags or any other unnecessary materials (including cell phones that should be turned off) to a designated area of the room upon request by instructor.
21. Tests are for the duration of one hour. Upon the completion of their tests, students will be allowed to leave the classroom at the discretion of the teachers and must leave silently away from the room/building to avoid distracting other students taking the test.

Absence from Final Exams, Tests, Quizzes

22. It is the responsibility of students to attend examinations for courses in which they are enrolled. Where a student is absent from a final examination without approval, the student forfeits the right to sit the final examination at a later date. Unless granted special permission in writing by the relevant academic administrator, students absent from any examination will be allocated a mark of zero (0).
23. Where students are absent from any final examination with approved and written justification, including but not limited to personal health reasons and death in the family, the student will be given the final examination upon return to school. Students are responsible for making arrangements with the instructor on the date and time to sit the examination.
24. Students that are absent from tests or quizzes need to contact the instructor of the specified subject on THE DAY that they return to school to make arrangements with instructor as to when they will sit the test or quiz. A written excuse or a doctor certificate along with a contact number MUST be presented to the administrative authority and instructors (upon request).

Deans' Honor List

25. In order for students to make the academic honor list for a given semester they need to obtain or achieve a minimum grade point average of 3.00. This academic honor list will be posted by the administrative authorities.

Transcripts and other documents

26. Students that want to obtain an official transcript from the institution need to pay a fee of \$20.00 in order to receive the transcript in the time span of three working days. In cases where the transcript is needed before the given time students must pay a fee of \$30.00 to obtain the transcript within 1 working day.
27. Students that want to obtain replacement/additional/extra Acceptance letters, Enrolment Letters, Report Cards or Diplomas shall be charged a fee according to the document required. **SEE TABLE BELOW.**

TABLE ILLUSTRATING FEES FOR REPLACEMENT DOCUMENTS

DOCUMENT TYPE	FEES
Acceptance Letters	\$5.00
Enrolment Letters	\$5.00
Report Cards	\$5.00
Diploma	\$150.00
Transcript	\$20.00

Graduation requirements

28. Students must successfully complete all subjects with a minimum grade of “C” for core subjects and for general core subjects as required by the program sequence.
29. Students must clear all financial obligations in order to meet graduation requirements and participate in the Commencement Exercises.
30. At the beginning of their fourth semester, students need to formally apply for a revision of their academic standing as part of the graduation requirement process. Students are then informed of whether they have met the graduation requirements or not via a written response by the administrative authorities.

Academic probation

31. Students whose cumulative grade point average (GPA) falls below 2.00 are placed on academic probation for the following semester provided that they are in good financial standing.
32. To increase their cumulative grade point averages, students are expected to repeat the courses in which they achieved their lowest grades when choosing their courses during probation.
33. Students on academic probation who fail to restore their cumulative grade point average to 2.0 in the following semester, they will fall under the following:
- A) Full time students will only be allowed to take 9 credit hours.
 - B) Part-time students will only be allowed to take 3 credit hours.

Registration Process

34. Students should assume full responsibility for registering properly within the given dates for registration.
35. Students must make their first registration payment before the given registration date.
36. Students are allowed to pay all their school fees during the registration period. They can also use the payment plan option to pay half during registration and the other half on a date set forth by the institution.
37. Any student that does not complete the registration process at the given time will have to undergo the process of late registration. Late registration can occur immediately after the given registration date up until the first week of classes. Students that register late will have to pay a late registration fee of \$150.00 for the process to be completed.

Institutional Fees

Tourism Management FIRST YEAR

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$100.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,482.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,385.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
REGISTRATION	\$200.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 6 CREDIT HOURS @ \$45.00	\$270.00
TOTAL	<u>\$595.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

Tourism Management

SECOND YEAR

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
APPLICATION FEE	\$100.00
SPORTS FEE	\$30.00
COMPUTER FEE	\$50.00
SECURITY FEE	\$100.00
STATIONARY FEE	\$50.00
TUITION 18 CREDIT HOURS @ \$45.00	\$75.00
TOTAL	\$810.00
<i>*LATE REGISTRATION</i>	<i>\$1,482.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$150.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<i>\$1,385.00</i>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
GRADUATION FEE	\$200.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 7 CREDIT HOURS @ \$45.00	\$270.00
TOTAL	<i>\$595.00</i>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**BUSINESS MANAGEMENT
FIRST YEAR**

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$100.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	\$1,482.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$200.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	\$1,385.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
REGISTRATION	\$200.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 6 CREDIT HOURS @ \$45.00	\$270.00
TOTAL	\$595.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**BUSINESS MANAGEMENT
SECOND YEAR**

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$100.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	\$1,482.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$200.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	\$1,385.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
GRADUATION FEE	\$200.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 7 CREDIT HOURS @ \$45.00	\$315.00
TOTAL	\$640.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**BUSINESS ADMINISTRATION
FIRST YEAR**

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$100.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 19 CREDIT HOURS @ \$45.00	\$855.00
TOTAL	\$1,527.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 19 CREDITS HOURS@ \$45.00	\$855.00
TOTAL	\$1,430.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
REGISTRATION	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 6 CREDITS HOURS @ \$45.00	\$75.00
TOTAL	\$520.00
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**BUSINESS ADMINISTRATION
SECOND YEAR**

First Semester

Description	Amount
REGISTRATION	\$200.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$100.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 19 CREDIT HOURS @ \$45.00	\$855.00
TOTAL	<u>\$1,527.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$200.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$100.00
SPORTS FEE	\$50.00
COMPUTER FEE	\$100.00
SECURITY FEE	\$50.00
STATIONARY FEE	\$75.00
TUITION 19 CREDIT HOURS @ \$45.00	\$855.00
TOTAL	<u>\$1,430.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
GRADUATION FEE	\$290.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 7 CREDIT HOURS @ \$45.00	\$315.00
TOTAL	<u>\$565.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**ENVIRONMENTA SCIENCE
FIRST YEAR**

First Semester

Description	Amount
REGISTRATION	\$100.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$150.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,482.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,385.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 6 CREDIT HOURS @ \$45.00	\$270.00
TOTAL	<u>\$745.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**ENVIRONMENTAL SCIENCE
SECOND YEAR**

First Semester

Description	Amount
REGISTRATION	\$100.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$150.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,452.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,285.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
Graduation Fee(ONLY)	\$250.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 7 CREDIT HOURS @ \$45.00	\$315.00
TOTAL	<u>\$715.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

**PARALEGAL PROGRAM
FIRST YEAR**

First Semester

Description	Amount
REGISTRATION	\$100.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$150.00
APPLICATION FEE	\$30.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,482.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,385.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 6 CREDIT HOURS @ \$45.00	\$270.00
TOTAL	<u>\$745.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

Paralegal Program SECOND YEAR

First Semester

Description	Amount
REGISTRATION	\$100.00
CATALOGUE	\$50.00
STUDENT ID	\$10.00
ATLIB	\$7.00
MAINTENANCE	\$150.00
SPORTS FEE	\$75.00
LAB FEE	\$100.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,452.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SECOND SEMESTER

Description	Amount
REGISTRATION	\$100.00
MAINTENANCE/CAMPUS ENHANCEMENT/STUDENT ACTIVITIES	\$150.00
SPORTS FEE	\$75.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 18 CREDIT HOURS @ \$45.00	\$810.00
TOTAL	<u>\$1,285.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

SUMMER COURSE

Description	Amount
Graduation Fee(ONLY)	\$250.00
SECURITY FEE	\$75.00
STATIONARY FEE	\$75.00
TUITION 7 CREDIT HOURS @ \$45.00	\$315.00
TOTAL	<u>\$715.00</u>
<i>*LATE REGISTRATION</i>	<i>\$150.00</i>
<i>*LATE APPLICATION FEE</i>	<i>\$50.00</i>

STUDENT'S CONDUCT CODE

Students of San Pedro Junior College have the moral duty to preserve the institution for its academic and community development functions. Moreover, students have the responsibility to know and obey the laws that govern the country of Belize. Students are also responsible to behave in a civilized manner in order to maintain an institution that is conducive to effective learning. Therefore, students should abide by the following policies stipulated by the institution. In defiance, students will be dealt with by the administrative/instructor/law enforcement authority accordingly.

Academic Dishonesty

38. The range of conduct which is classified as Academic Dishonesty includes:

- Plagiarism*
- unauthorized duplication of academic work for more than one course
- cheating
- fraud or forgery
- falsifying records
- unauthorized acquisition or use of examinations,
- unauthorized changing of grades
- bribery

Where any of the above allegations are made against a student, such allegations are automatically forwarded to the administrative authority for the activation of due process to investigate the charge.

***Plagiarism**

Plagiarism is the presentation of the thoughts or works of another person as one's own.

It may include:

- a. copying or paraphrasing material from any source without proper acknowledgment;
- b. using another person's ideas without acknowledging the source;
- c. collusion or working with others, and presenting the resulting work without permission as though it was completed independently.

39. Academic dishonesty IN ANY ASSESSMENT FOR ANY COURSE will not be tolerated in any form or fashion. In defiance, students will be given an automatic "F" and for a second offence the administration will decide the course of action. (the second offence can be of the same/similar nature as the first for any course)

40. Academic dishonesty for a final examination will merit an "F" for the course.

Punctuality and Attendance

41. Being on time is a sign of respect and consideration for classmates and teachers. Students should not be late for classes because **three** times late without a valid reason will result in one **absence**.
42. Students are considered late after 10 minutes of the class period have elapsed. Those arriving after the first 10 minutes of class must go directly to the administration office for a note of permission to enter class.
43. Regular attendance is mandatory for all classes and school related activities. A student who is absent for more than **three** sessions from a course will be asked to withdraw from the course, unless the student presents proper documentation in the event of illness, death in the family or any other emergency.
44. Students that are absent **MUST** present a valid written justification signed by a parent/guardian or other official authority to the administrative authority in order to receive a note of permission to enter class.
45. Absence is **NO EXCUSE** for being unaware of the progress and activities of the class. Students who are absent, must contact the instructor on **THE DAY** that they were absent from school to obtain all information concerning the assessments covered or to be covered for the course.
46. When the instructor of a course is absent, students are to remain in class since administration will send a teacher to deliver the instruction for material to be covered on that given day.

Dress Code

47. THE ADMINISTRATION AND INSTRUCTORS RESERVE THE RIGHT AND RESPONSIBILITY TO DETERMINE WHAT IS ACCEPTABLE WITH REGARDS TO ATTIRE AND GROOMING.

Males

- Males are not to wear caps or sunshades during class.
- Male students are not allowed to wear sleeveless shirts or clothing that have inappropriate symbols related but not limited to pornography, political slogans, negative drug related images or messages.
- Males are not allowed to be sagging their pants.

Females

- Female students are not to wear blouses with thin “spaghetti” straps, that are transparent “see through”, that reveal cleavage (bust), backs or bellies on campus.
- Bikers are not allowed. Female students are allowed to wear long pants (jeans, cloth pants, etc.) ONCE they are not revealing or call negative unnecessary and exaggerated attention. In the case of leggings, they can be worn with long blouses.
- Females are not allowed to wear clothing that have inappropriate symbols related but not limited to pornography, political slogans, negative drug related images or messages.

48.If any student is found to contravene ANY of the policies on dress code, he/she will be immediately sent to the administrator and sent home.

Identification

49. Students will be given a date by the institution to take their picture for an identification card they must always wear when entering the school campus.
50. All identification cards must be carried at all times while in campus and to be readily accessible when requested by the security personnel or administration personnel/lecturers. If a student does not follow this policy, he/she will be immediately sent to the administrator to be dealt with accordingly
51. Students that have lost their identification cards should request a new card from the office immediately at a cost of \$25.00.

Discipline and Behavior

52. Every student must show respect for themselves, their colleagues as well as their teachers. This will create a healthy environment for learning. Violation of this policy will be sanctioned by Administration and if the situation escalates, by the Board of Management.
53. Students that fail to comply with the verbal or written directions of any teacher, security officer or member of administration during the performance of duties or while on campus will be immediately forwarded to the administration.
54. Students are not allowed to use obscene language or do obscene gestures on campus or during class time. Any student caught in defiance will be forwarded to the administration immediately
55. No student is allowed to engage in a physical confrontation with another student on or off campus. Any student caught or reported to be fighting will be forwarded to the administration to deal with the situation.

Staff Room

56. Students are **NOT** allowed in the staff room without supervision. If a teacher is needed knock and wait for an answer, or students should ask another teacher for the teacher they wish to see.

Laboratories

57. Students should enter the Computer quietly and in an orderly fashion and adhere to all the safety rules that have been posted in the labs. Any student that defies laboratory rules and damages lab equipment will have to replace the damaged equipment.
58. Unauthorized use of the computers in the computer lab will not be allowed and students have to abide by the rules set forth by the lab administrator.
59. No student is authorized to be in the Computer unless it is for a scheduled class or under supervision by an instructor.

Theft or Damage to Property

60. Theft or damage to personal or school property is not tolerated and will be dealt with immediately by the administration. The administration reserves the right to take the matter to the board of management or to the proper law enforcement officials.

61. Students must not graffiti on any school property of the institution.
62. Students are fully responsible for safe guarding all of their personal valuables (money, jewelry, calculators, textbooks, electronic devices, cell phones etc). They should never leave their belongings unattended.
63. Textbooks are NEVER to be left in class because they will be confiscated.
64. San Pedro Junior College is not responsible for any items lost or stolen.
65. In the case where a student finds a lost item, they should immediately take it to the administrative authority.

Criminal Activity

66. Use or possession of dangerous weapons or prohibited substances is not allowed on campus. In defiance the matter will immediately be forwarded by the administration to the law enforcement officials.
67. Violation of any national law while on campus or at school functions will be dealt with promptly by the administration or the board of management. Some of these violations include: possession and consumption of alcoholic beverages, controlled and illegal drugs, gambling, sex offences, assaults, harassment of any kind both verbal and physical towards anyone, violation of civil rights, disorderly or obscene conduct.
68. Crime is of a serious nature and any student that has been charged with a crime will be temporarily suspended from school pending the results of the case. In cases where the student presents a threat to the institution the student will be expelled immediately.

Petting

69. Romancing or petting such as kissing, sitting on each other's lap, rubbing or caressing or any other inappropriate sexual behavior will not be tolerated on campus. Upon defiance, the matter will be dealt with by the administration.

Use of Cell phones and other electronic devices on campus

70. Students are not allowed to use cell phones or other electronic devices during classes. If students are found in defiance they will be given a verbal warning by instructor; if the student persists, the cell phone or device will be confiscated and returned for a fine of \$25.00.
71. In certain cases, students must request and may be granted permission to use their cell phones for medical or family issues at the discretion of the instructor.

Consumption of Food or Drinks during Class Time

72. No consumption of food and drinks are permitted during class time. Exceptions: Students are allowed to drink water ONLY. In the case of presentations, instructors may authorize students to consume food. (Students are fully responsible for cleaning after themselves at the end of presentation.) In the case of sweets and chewing gum, the Individual instructors reserve the right to allow it or not.

Environment and Littering

73. Students should dispose of their garbage in the garbage cans.
74. Students are not allowed to stuff garbage in the crevices of picnic tables. After eating at the cafeteria, students should dispose of their garbage in garbage cans.
75. If caught in defiance, students will be sent to the Administration.

Fundraising

76. All fundraising activities MUST be approved by the administration before execution.
77. All monies for fundraising activities MUST be collected by course instructors ONLY and must be handed over to the Financial Clerk NO LATER than two working days after the activity has taken place.

DISCIPLINARY SYSTEM

A system of discipline is a fundamental factor in the governing of an educational institution. This system of procedures is vital when other forms of discipline fail to solve problems of student conduct. The administration of this institution reserves the right to make investigations on all alleged infractions and shall take action and impose sanctions to students found guilty of an infraction.

Classification and definition of Disciplinary Sanctions:

78. Warning, Written Reprimand, Discipline Contract

A student may be given a warning, a written reprimand, or a discipline contract for infractions or for an accumulation of infractions. These actions are all recorded by the administration and are copied to the student's personal file.

79. Disciplinary Probation

As a result of a serious infraction a student may be placed on disciplinary probation. A time period is designated in which the student needs to show appropriate changes in behavior and attitude. Specific sanctions and restrictions may be imposed as part of the disciplinary process. A student on disciplinary probation cannot be appointed as a student representative, to be a member of a school club, cannot attend educational trips and to participate in sport teams in representation of the school. Violation of any of the terms of disciplinary probation or ensuing misconduct is grounds for other disciplinary actions like suspension, or expulsion.

80. Disciplinary Suspension

A student may be suspended for a serious contravention of the code of conduct. A suspension is for a time period of three (3) days and may be amended by the administration depending on the type of violation committed. A student on suspension is not to come to school.

81. A student on suspension is not to participate in school activities. The administration will be the only authority to reinstate the student to participate in school related activities during the suspension.

82. Disciplinary Expulsion

Expulsion is the permanent removal of a student from the institution with no opportunity to return. Expulsion will only be used in cases of extreme personal misconduct involving the most severe infractions of societal laws and the institution's policies and rules.

SAN PEDRO JUNIOR COLLEGE FULL-TIME STAFF 2020 – 2021



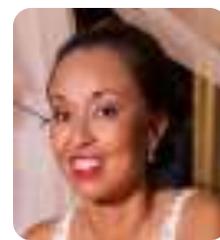
Mr. Gustavo Ellis Sr.
M.R.E. /J.P.
S.P.J.C. Dean



Mr. Froylan Gilharry
M.B. A.
Assist. Dean/Tourism Mgmt



Mrs. Neima Ozaeta
M.B.A
Bus. Admin/Bus. Mgmt



Mrs. Consuelo Brown
Financial Clerk



Mrs. Ana Reyes
Secretary



Mrs. Dulce Gonzalez
Messenger/Food Handler



Mr. H. Mercedes Valdez
Security

ADJUNCT STAFF



Mrs. Giselle Lobos
M.A. in Ed.



Mr. Josue Sosa
B. S. Tourism Mgmt.



Mr. Roberto Canche
B.S. in Tourism Mgmt.



Mrs. Areli Reyes
B.S. in Science



Mr. Jiro Sosa
B.Crim.



Mr. Pedro Garcia
B.A. in Math Ed.



Mr. Josue Alvarenga
B.S. in Business Admin.



Mrs. Ariel McFadzean
Diploma in Ed.



Mrs. Mariela Archer
M.A. in Science



Mr. Jorge Cab
M.A. in Computer Studies



Mr. Martin Santos
Diploma in IT



Mr. Eric Santizo
B.S. in Science Ed.



Mr. Joaquin Che
B.S. In Biology



Mrs. Carla Balam
B. A.in English Ed.