

# Colbourne College

## ASSESSMENTS

All units/courses are marked from 100%. Some courses may vary but the regular coursework includes;

- **MID SEMESTER** – 60 Multiple Choice Questions (duration: 45 minutes) – Value 20%
- **FINAL PAPER** - 4 Essay Questions (350-400 words each/3 hours:10 minutes) – Value 40%
- **TERM PAPER 1** – Case Study **OR** Research Proposal and Research Project (Individual)- Value 30%
- **PRESENTATION** - Oral (Group) presentation - Value 10%

(Students studying online will be exempted from the group presentation. The 10% can be gained from Participation and Attendances in online activities and classes).

## METHODS OF DELIVERING LESSONS

Students may register for face to face, 100% online courses or blended courses. All classes taught outside of Kingston use the blended approach. That is, if you are studying at the Ocho Rios or Montego Bay sites you will attend face to face tutorial as well as online tutorials. Students studying online attend scheduled examinations.

## ACADEMIC REQUIREMENTS

See rules and guidelines in the academic handbook. 0-39% is fail. 40-44% is Resit. 45-100% is a Pass. 3 late attendances are equal to 1 absence. If you are not present at the least 50% of taught classes you will be assigned a 'Fail' grade for the class. You must be present for all tests otherwise you will earn '**O**' for the Test.

## CLASS RESOURCES

To commence classes you will require textbooks/course manuals, writing books, thumb drive, pens, email address and continued access to an internet enabled computer. You are encouraged to take your laptops or iPod to classes. **Laptops are sold here on campus cheap.**

## HOW TO ACCESS YOUR COURSE LESSONS AND RESOURCES

Before starting classes **ALL** Students **MUST** access their class notes, instructions and resources on the website. Everything for the course is in one place, including assignments and exam dates. To access your course;

1. go to [www.colbournecollege.com](http://www.colbournecollege.com).
2. Select current students' page, then DistantEd. DistantEd lists all courses delivering this semester.
3. Select the course to access the course homepage. The course homepage links you to the Syllabi, Timetable, Assignments and Supplementary Notes, ready for download.

## EXAMINATION FEES

HND Examination fee for the year is GBP464 **OR** GBP1392 for 24 Months. Use the following payment schedule;

### SEMESTER 1: September – December 2013

October 3, 2013 GBP116

November 29, 2013 GBP116

### SEMESTER 2: January – April 2013

February 3, 2014 GBP116

March 28, 2014 GBP 116

- **Students who miss the exam payment deadline will pay a late fee of GBP25 per unit taught.**

## TRANSCRIPTS (FOR TERTIARY STUDENTS)

Transcripts are not available until the UK L5 Higher National Diploma is fully completed. The Transcript and Diploma come together directly from Pearson BTEC, of Pearson College, London when all the required units are passed and full payment is complete. Colbourne College delivers the program only, the Diploma and Transcript are accredited and awarded from the UK. However, students who complete and pass all required courses also get a College Diploma of Completion from Colbourne indicating the full program of study and specialism.

## OFFICIAL GRADE REPORT (OGP)

The Official Grade Report has the same function as a transcript. It provides a comprehensive list of the courses you have attempted and your cumulative grades and GPA. All students may request the OGP at a fee of \$750.

## GCE A Level – Get Extra credit (excluding for A level Business Subjects)

You are recommended to sit the GCE A Level examination in year one in the area of your specialization to earn extra credits towards a USA Degree –Munroe College. The more credits you have entering the USA Degree Program is the less you pay for Tuition. Take 2 A Levels.

## PROVISIONAL ACCEPTANCE

If you have less than Five (5) CXC subjects inclusive of English, you must complete the additional subjects before you can start the final year.

## STUDENT INVESTMENT OPPORTUNITIES ON-CAMPUS

Become a Student Shareholder for 2013-2014. Invest \$5000 in ONE student run entity; Book and Print Shop or Events Management. Earn monthly. Renew annually. Students run and manage these entities entirely with a staff advisor. Other opportunities may exist. Please contact the Student Office. Learn more.

**Degree Pathway – UK L5 Higher National Diploma**  
**Timetable for Semester One: fall 2013 (September – October 2013)**

**SELECT ONE Timetable below: (Group A) OR (Group B)**

**GROUP C: Freshman (DAY CLASSES)**

**DEGREE STUDENTS ONLY**

UNIT INDEX	UNITS	MODALS		Time schedule	
UNIT 8	RESEARCH METHODS	FACE 2 FACE	September 2 – November 25, 2013	Mondays 12:30pm-3:30pm	Michelle Branch
TTM 100	TRAVEL, TOURISM AND HOSPITALITY SECTORS	FACE 2 FACE	September 4 – November 27, 2013	Tuesdays 12:30pm-3:30pm	Walter Davis
Unit 4	MARKETING PRINCIPLES	FACE 2 FACE	September 3 – November 26, 2013	Wednesdays 12:30pm-3:30pm	Marsha Clarke
TTM 103	TOUR OPERATIONS MANAGEMENT	FACE 2 FACE	September 5 – November 28, 2013	Thursdays 12:30pm-3:30pm	Michelle Branch

**GROUP D: Freshman (EVENING CLASSES)**

UNIT INDEX	UNITS	MODALS		Time schedule	
Unit 8	RESEARCH METHODS	FACE 2 FACE	September 2 – November 25, 2013	Mondays 5:30pm-8:30pm	Michelle Branch
COM 2	Computing: UNIT 2 Computer Systems	FACE 2 FACE	September 3 – November 26, 2013	Tuesdays 5:30pm-8:30pm	Nakash Hall
TTM 100	TRAVEL, TOURISM AND HOSPITALITY SECTORS	FACE 2 FACE	September 3 – November 26, 2013	Tuesdays 5:30pm-8:30pm	Walter Davis
UNIT 33	SMALL BUSINESS ENTERPRISE	FACE 2 FACE	September 4 – November 27, 2013	Wednesdays 5:30pm-8:30pm	Walter Davis
UNIT 7	BUSINESS STRATEGY	FACE 2 FACE	September 5– November28, 2013	Thursdays 5:30pm-8:30pm	Marsha Clarke

- Students whose elective is Computing; select Computing alongside Accounting OR Travel and Tourism units
- Students whose elective is Accounting; select Accounting alongside Computing OR Travel and Tourism units
- Students whose elective is Travel & Tourism; Select Travel and Tourism alongside Accounting OR Computing units
- Students whose elective is Management; Select Travel and Tourism units, alongside Accounting OR Computing units

**DROP AND ADD PERIOD.** You may add or drop a class during Week One and Week Two of the course only. At the end of week two all classes are official timetabled and will appear on your Official Grade Report.

**ALL NOTES AND READING ASSIGNMENTS ARE POSTED ONLINE PRIOR TO CLASS. PLEASE TAKE OFF OR PRINT THE NOTES PRIOR TO ATTENDING THE LECTURE.**

**Degree Pathway – UK L5 Higher National Diploma**  
**Timetable for Semester One: fall 2013 (September – October 2013)**

**SELECT ONE Timetable below: (Group A) OR (Group B)**

**GROUP A: Returning (DAY CLASSES)**

**DEGREE STUDENTS ONLY**

UNIT INDEX	UNITS	MODALS		Time schedule	
Unit 33	SMALL BUSINESS ENTERPRISE	FACE 2 FACE	September 2 – November 25, 2013	Mondays 9:00am - 12:00am	Walter Davis
UNIT 7	BUSINESS STRATEGY	FACE 2 FACE	September 3 – November 26, 2013	Tuesdays 9:00am-12:00pm	Marsha Clarke
Unit 8	RESEARCH METHODS	FACE 2 FACE	September 4 – November 27, 2013	Wednesdays 9:00am - 12:00pm	Michelle Branch
Unit 4	MARKETING PRINCIPLES	FACE 2 FACE	September 6 – November 29, 2013	Fridays 9:00am - 12:00am	Marsha Clarke

**GROUP B: Returning (Evening CLASSES)**

**DEGREE STUDENTS ONLY**

UNIT INDEX	UNITS	MODALS		Time schedule	
Unit 8	RESEARCH METHODS	FACE 2 FACE	September 2 – November 25, 2013	Mondays 5:30pm-8:30pm	Michelle Branch
COM 2	Computing: UNIT 2 Computer Systems	FACE 2 FACE	September 2 – November 25, 2013	Tuesdays 5:30pm-8:30pm	Nakash Hall
TTM 100	TRAVEL, TOURISM AND HOSPITALITY SECTORS	FACE 2 FACE	September 5 – November 28, 2013	Tuesdays 5:30pm-8:30pm	Walter Davis
UNIT 33	SMALL BUSINESS ENTERPRISE	FACE 2 FACE	September 3 – November 26, 2013	Wednesdays 5:30pm-8:30pm	Walter Davis
UNIT 7	BUSINESS STRATEGY	FACE 2 FACE	September – November, 2013	Thursdays 5:30pm-8:30pm	Marsha Clarke

- Students whose elective is Computing; select Computing alongside Accounting OR Travel and Tourism units
- Students whose elective is Accounting; select Accounting alongside Computing OR Travel and Tourism units
- Students whose elective is Travel & Tourism; Select Travel and Tourism alongside Accounting OR Computing units
- Students whose elective is Management; Select Travel and Tourism units, alongside Accounting OR Computing units

**DROP AND ADD PERIOD.** You may add or drop a class during Week One and Week Two of the course only. At the end of week two all classes are official timetabled and will appear on your Official Grade Report.

**ALL NOTES AND READING ASSIGNMENTS ARE POSTED ONLINE PRIOR TO CLASS. PLEASE TAKE OFF OR PRINT THE NOTES PRIOR TO ATTENDING THE LECTURE.**

*Timetable for Semester One: fall 2013 (September – October 2013)*

**CONTINUING EDUCATION STUDENTS**

<b>UNIT INDEX</b>	<b>UNITS</b>	<b>MODAL</b>			
GCE 'A' & CXC P.O.B	Business Studies (Compulsory Selection)	FACE 2 FACE	September 2 – November 27, 2013	<b>MONDAYS &amp; WEDNESDAYS</b> 9:30am - 11:30am	Judith Johnson
COM 2	Computing	FACE 2 FACE	September 3 – November 26, 2013	<b>TUESDAYS</b> 5:30pm-8:30pm	Nakash Hall
GCE 'A' & GCE 'O'	Travel and Tourism	FACE 2 FACE	September 5 – November 29, 2013	<b>THURSDAYS &amp; FRIDAYS</b> 9:30am - 11:30am	Michelle Branch
<b>SATURDAYS</b>					
CXC	Mathematics	FACE 2 FACE	September 7 – November 30, 2013	<b>SATURDAYS</b> 10:00pm - 1:00pm	Nadine Quarrie
CXC	English Language	FACE 2 FACE	September 7 – November 30, 2013	<b>SATURDAYS</b> 2:00pm - 5:00pm	Audia Robinson

Continuing Education Students

If you select Computer Systems **YOU MAY NOT TAKE** Travel and Tourism

# UNIVERSITY OF NORTHAMPTON DEGREE PATHWAY

Pearson BTEC L4 & L5 Diploma in Business (UK L5 Higher National Diploma)

✚ Transcript for this program comes directly from Pearson BTEC of Pearson College, London and is only awarded when all units are fully completed. Both transcript and diploma are issued at the same time.

<b>23 COURSES IN 24 MONTHS</b>		<b>CREDITS</b>		courses done
		<b>UK</b>	<b>USA</b>	
The Link to the syllabi is <a href="#">HERE</a> AND Accreditation Information is <a href="#">HERE</a>				
<b>GENERAL BUSINESS/MANAGEMENT UNITS (Compulsory)</b>				
UNIT 1	Business Environment	15	3	
UNIT 2	Managing Financial Resources And Decisions	15	3	
UNIT 3	Organisations And Behaviour	15	3	
UNIT 4	Marketing Principles	15	3	
UNIT 5	Aspects Of Contract And Negligences For Business	15	3	
UNIT 6	Business Strategy	15	3	
UNIT 7	Business Decision-Making	15	3	
UNIT 8	Research Project	20	4	
UNIT 16	Managing Communications, Knowledge And Information	15	3	
UNIT 17	Marketing Intelligence	15	3	
UNIT 21	Human Resources Management	15	3	
UNIT 33	Small Business Enterprise	15	3	
<b>ACCOUNTING UNITS (OR COMPUTING UNITS)</b>				
UNIT 9	Management Accounting: Costing And Budgeting	15	3	
UNIT 10	Financial Accounting And Reporting	15	3	
UNIT 11	Financial Systems And Auditing	15	3	
UNIT 12	Taxation	15	3	
<b>AIRLINE, TRAVEL AND TOURISM MANAGEMENT</b>				
TTM 100	Travel, Tourism and Hospitality Sectors	15	3	
TTM 103	Tour Operations Planning and Management	15	3	
TTM	Fundamentals of Destination Management	15	3	
ATHM SC1	<b>SIX (6) WEEKS SHORT COURSES FOR TOURISM SPECIALISED STUDENTS ONLY</b> <b>Airline Operations</b> <b>Flight Attendant:</b> A Warm Welcome Aboard (with in-flight experience) <b>Hospitality Services:</b> Food & Beverage Service Housekeeping	6 WEEKS	18 Hrs/1 Credit	
ATHM SC2		6 WEEKS	18 Hrs/1 Credit	
ATHM SC3		6 WEEKS	18 Hrs/1 Credit	
<b>COMPUTING (OR ACCOUNTING UNITS)</b>				
The Link to the syllabi is <a href="#">HERE</a>				
COM UNIT 2	Computer Systems	15	3	
UNIT 9	Systems Analysis and Design	15	3	
UNIT 17	Database Design Concepts	15	3	
UNIT 18	Procedural Programming	15	3	
<b>ONLINE ONLY UNITS &amp; PRACTICUM</b>				
UNIT 40	Business Work Experience (International/Local)	15	3	
ENG 100	College English	NA	3	
MATH 100	College Mathematics	NA	3	

# TAKE 23 COURSES IN 24 MONTHS

**Students will also complete the following (2) General Study courses for (6) Credits and the Induction/Orientation Modules with (2) Credits; TAUGHT ONLINE ONLY**

GEN 100 Induction Modules (2), ENG 100 College English (3), & MATH 100 College Mathematics (3)

✚ STUDENTS TAKING LAW OR COMPUTING PAYS \$15, 000 for one (1) extra course in the specialism.

✚ Students MUST have five (5) CXC Subjects grades 1-3 including English to complete the program/graduate.

## WORK AND TRAVEL USA- Business Work Experience Unit

Work Six (6) Months in the USA on the H2B Program at the end of your 24 Months. **Cost USD950.**

**Deadline** to apply for W&T for May 2014 & 2015 is Dec 10, 2013. **Application is USD150.**

## 36 MONTHS BACHELOR DEGREEE

Choose **University of Northampton BA Degree OR Munroe College BA Degree** upon completing the HND

## FINAL YEAR FOR THE BACHELOR'S DEGREE

Students can do the final 12-15 months for the degree with University of Northampton, UK or with Monroe College, NY, USA. Study final year online from Jamaica or On-campus in the USA/England. The degree can also be completed at a local university here in Jamaica.

You will be studying Business but with a mix of travel, tourism and hospitality electives or one other select specialist area of choice in the first 24 Months. You cover 23 courses in the 24 Months. You will be awarded the UK Level 5 Diploma in Business from Pearson BTEC, of Pearson College, London, UK at the end of the first 24 Months of the Degree. You also receive a graduation award - diploma of completion in Business with Airline, Travel and Tourism (or in your choice specialism area) from Colbourne College.

**All diploma/degree at Colbourne College are awarded through cooperation with:**

- University of Northampton, Northampton, England
- Munroe College, New Rochelle, NY
- Joint Board of Teacher's Education at University of the West Indies (UWI)
- Pearson BTEC, of Pearson College, London, England

**The First 24 Months is the UK L5 HIGHER NATIONAL DIPLOMA. It encompasses three (3) academic years starting in September 2013. Please note a college year is 8 Months (8 x 3 =24 Months).**

2013 Cohort

2012 Cohort

1) Sep 2013 - April 2014,

1) Sep 2012 - April 2013,

2) May - Nov 2014 AND

2) May 2013- Nov 2013 AND

3) Jan - Jul 2015

3) Jan - Jul 2014

**SCHOOL BREAKS 3 ONLY 3 FULL MONTHS PER YEAR:** May 1 - May 31, August 1 – August 31, and December 1 – 31. Only final exam falls early in these months (1<sup>st</sup> -10<sup>th</sup>).

Tuition and Examination Fees quoted are per year for the initial 24 Months for the diploma only. Each of the universities has separate charge for the Degree/Final Year. Cost for studying on-campus with the university is different from studying distant learning/on-line with them. As soon as a fees sheet for the University for the 2013-2014 year is available it will be posted on our website.

While we are a Registered College in Jamaica, we have NO programs delivering at this time needing accreditation by UCJ-until we start offering our own Colbourne degree. We teach the units/courses only while the degree or diploma and transcripts are awarded directly by the College/University whose programme you are studying on. Final year for the degree is done directly with Munroe/Northampton.

**Annual External Examination Fee is:** 1 Part-GBP 464, 2 Parts-GBP 232, OR 4 parts -GBP 116

**Late Fee is GBP29 per course/unit** when examination fees are paid after the published deadline.

# Colbourne is more than a place to study..... It is a life changing experience.

## Here is a list of activities for 2013- 2014

**Students Investment-** Invest \$5000 in a business venture on-campus and earn monthly returns.

**Birthday Club** – Every last Friday of the Month is a Birthday Party. Student Dues is \$250 per month.

**Student Society** - Meets twice per month.

**Student Union** – Become a student body leader. Join Colbourne student government. Lift your voice.

**Overseas Excursion** – Let's shop till we drop! The Annual Trip is April 2014. Destination Panama!

**Work and Travel USA** – 6 Months work experience in USA after the 24 Month of Study.

**Local Work Experiences and Internship** – Offer your services to a host company, develop your competencies and build connections for the future.

**Colbrite Society** – Get on track for academic scholarship, valedictorian and academic awards. Be different. Wear your Colbrite badge with pride. Get priority job placements and accolades.

**Volunteerism** – Build a career on service. Serve the underprivileged. Lend a hand.

**Inter Society Sports Day** – May 2014

## Criteria for Reference Letters/Internship/Work Experience

Students may request reference letters online. Be advised that Colbourne will only grant you a Letter of Reference under any circumstance if you meet the following criteria:

- 1) Attendance: minimum 80% present at classes.
- 2) Punctuality: on time for least 80% of classes.
- 3) Discipline: maintain high standards of integrity in your interpersonal relations with your peers, lecturers and self-conduct. Uphold the college's ethos.
- 4) Academic Performance: maintain an average of 'C' grade.
- 5) Extracurricular: active involvement with at least two (2) extracurricular activities/associations.
- 6) Grooming: carry yourself with dignity. Practice good hygiene and wear the prescribed uniform correctly at all times.
- 7) Financial clearance: no block on your account.

**Our objective is to groom responsible, capable and ethical students with strength of character to serve a cause greater than self.**

*Students who fail to meet these criteria may alternately request a **Status Letter** that certifies you as a student of the college along with your program and tenure.*

**The (3) Chartered Student Societies are Garvey, Bennett -Cloverly, and Glasspole**