

GENERAL INFORMATION

Bethlehem Moravian College is a Multidisciplinary institution, which is situated in the parish of St. Elizabeth, in the cool hills of Malvern. It was established in 1861 under the auspices of the Moravian Church in Jamaica. Over the years, Bethlehem has been one of the foremost tertiary institutions offering quality teacher education programmes to young Jamaicans. Bethlehem started as a female institution and has since become co-educational with a rapidly growing population, contributing to the development of not just Malvern community through employment, and continuing education for adults, but the entire nation.

Recently it has developed into a Multidisciplinary Institution in order to better serve the needs of its diverse constituents and to mould lives of young Jamaicans as we embrace the 21st Century and beyond. The offerings include: Four (4) Year Bachelor in Education Programmes in Primary and Secondary Teacher Education; Associate Degrees in Business Studies and Hospitality Tourism Management. There is also Continuing Education for high school repeaters.

The College has forged many linkages with a wide range of tertiary institutions in the United States of America and England, thus exposing the students to cross-cultural experiences, and to a variety of pedagogical techniques and cutting-edge technology.

Bethlehem Moravian College has a great reputation and is one of the best of its kind in the region and continues to maintain high standards of excellence for which the institution is known.

BACHELOR IN EDUCATION PROGRAMMES

GENERAL MATRICULATION

Candidates must satisfy the minimum requirements of five (5) CXC/CSEC subjects, including English Language and Mathematics at the General Proficiency Levels, Grades I, II, III (Grade III obtained June 1998 and beyond) or their equivalent. Applicants with CAPE, Levels I and II will be ideally suited for the Programme.

EARLY CHILDHOOD EDUCATION – FULL TIME

Students entering this Programme should possess the requirements stated in (1) which should also include (a) a physical science subject such as Biology, Integrated Science, Human and Social Biology, Chemistry, etc. and (b) a Social Science subject such as Social Studies, History, Geography, etc.

PRIMARY EDUCATION – FULL TIME

Students entering this Programme should possess the requirements stated in (1) which should also include (a) a physical science subject such as Biology, Integrated Science, Human and Social Biology, Chemistry, etc. and (b) a Social Science subject such as Social Studies, History, Geography, etc.

PRIMARY EDUCATION- PART TIME

This is the Programme for applicants who fulfill the requirements, but are unable to attend classes full-time.

SECONDARY EDUCATION – FULL TIME

Students entering the Secondary Programme should possess the requirements stated in (1) which should also include CXC / CSEC General Proficiency, Grades I, II, III or GSEC O’Level, Grades A or B or the equivalent in their area (s) of specialization.

BUSINESS EDUCATION – BUSINESS STUDIES MAJOR/ACCOUNTS MINOR

Entry Requirement as stated in “General Matriculation”, Passes must include Principles of Business and Principles of Accounts at CXC/CSEC Ranges I, II, / GCE Grades A or B.

BUSINESS EDUCATION – OFFICE SYSTEMS AND ADMINISTRATION

Entry Requirement as stated in “General Matriculation”, Passes must include Two (2) Business Subjects: Electronic Documentation Processing Management and Office Administration at CXC Ranges I or II.

BUSINESS AND COMPUTER – ACCOUNTS MAJOR/INFORMATION TECHNOLOGY MINOR

Entry Requirement as stated in “General Matriculation”, Passes must include Principles of Accounts AND Information Technology at CXC Ranges I or II / GCE Grades A or B and Mathematics at CXC Ranges I, II or III, or GCE A, B or C.

ENGLISH (LANGUAGE AND LITERATURE)

Applicants must possess English Language and Literature at Ranges I or II, and Mathematics at CXC Ranges I, II or III, or GCE A, B or C and two (2) other subjects.

SPANISH MAJOR/ENGLISH OR SOCIAL STUDIES MINOR

Applicants must possess English Language, Spanish and Social Studies at Ranges I or II respectively Mathematics at CXC Ranges I, II or III, or GCE A, B or C and two other subjects.

POST GRADUATE DIPLOMA PROGRAMME

Students with a recognized Associate or Bachelors’ Degrees (or higher), in the subject areas offered at Bethlehem Moravian College, can apply for Advanced Placement Programme. Students may be exempted from some or all Non-Professional courses. Normally, AP students complete the programme on a full-time basis in one year and one semester or part-time basis over two years.

ASSOCIATE DEGREE - BUSINESS STUDIES

PROGRAMME OBJECTIVES

The objectives of this programme are to:

- ✓ Add new dimensions to the Business Administration Programme, that of putting into practice what students have learnt in the classroom by adding Business Practice Components.
- ✓ Facilitate a community spirit through a community oriented work-study programme, whereby students will render service to the community.
- ✓ Sensitize different Private and Public Sector Organizations with courses offered by this department to facilitate their interest.

- ✓ Adequately prepare all students in the department of self-employment.
- ✓ Establish a channel through which members of staff will be kept up-to-date with current trends and demands in the world of work.

ENTRY REQUIREMENTS BUSINESS STUDIES

Applicant must possess Five (5) CXC / CSEC subjects at the General Proficiency Level, Ranges I, II, or III/ GCE O'Level, Grades A, B or C. English Language and Mathematics at CXC Ranges I, II or III, or GCE A, B or C.

PROGRAMME DURATION

The course is offered over a two (2) year period, but students have maximum of five (5) years to complete their studies. The Associate Degree in Business studies will be awarded to students after they have fulfilled the following criteria:

1. Completed all seventy-five (75) credits specified in the programme
2. Completed work experience. Students are required to do two hundred and forty (240) hours.
3. Completed thirty hours community service/work study

CAREER OPPORTUNITIES

The Associate Degree programme helps prepare students to perform Marketing, Accounting, Office Administration, Computer and Management functions in different organizations.

ASSOCIATE DEGREE - HOSPITALITY TOURISM MANAGEMENT

The Objectives of this programme are:

- ✓ To contribute to the development of Human Resources for the economic growth of communities.
- ✓ To serve the Hospitality & Tourism Industry.
- ✓ To provide for continuing education that meets the needs of the Hospitality & Tourism Industry.
- ✓ To foster greater linkages between the institutions and the industry.

ENTRY REQUIREMENTS HOSPITALITY TOURISM MANAGEMENT

Applicants must possess Five (5) subjects at the General Proficiency Level, Ranges I, II or III/ GCE O'Level, Grades A, B or C. English Language and Mathematics at CXC Ranges I, II or III, or GCE A, B or C.

PROGRAMME DURATION

The course is offered over a two (2) year period, but students have a maximum of five (5) years to complete their studies. The Associate Degree in Hospitality and Tourism Management will be awarded to students after they have fulfilled the following criteria:

- ✓ Completed all seventy-eight (78) credits specified in the programme.
- ✓ Completed work experience. Students are required to do two hundred and forty (240) hours.
- ✓ Completed thirty hours Community Service/Work Study.

- ✓ Completed TPDCO and First Aid Training.

CAREER OPPORTUNITIES

This Associate Degree programme prepares graduates to compete for various entry-level management careers in the Food and Beverage Management, Accommodations and Travel and Tourism and Entertainment Industries, depending upon which emphasis is selected. Graduates seek employment in positions with job titles such as Hotel/Restaurant Management Trainee, Front Desk Supervisor, Food Service Supervisor, Food Production Assistant, Dietary Manager, and Shift Supervisor etc.

PRE COLLEGE PROGRAMMES

Classes are offered for the following CXC Subjects: English A&B, Mathematics, Social Studies, Human & Social Biology, Religious Education, Principles of Business, Principles of Accounts and Information Technology.

BETHLEHEM MORAVIAN COLLEGE IN COLLABORATION WITH UNIVERSITY OF THE WEST INDIES

Bachelor of Education – Literacy Studies (part-time)

This programme is offered by the University of the West Indies, Mona (UWI) in collaboration with Bethlehem Moravian College. The part-time programme should normally be completed over five semesters and two summers. Instructional delivery includes face to face and distance modalities.

MATRICULATION REQUIREMENTS

Applicants should possess:

- ✓ A three-year trained Teachers' Diploma in either Literacy Studies, or Primary Education or equivalent. Other candidates may be considered subject to professional assessment.

ENGLISH LANGUAGE PROFICIENCY TEST (ELPT)

Candidates who do not have a Grade I in CXC/CSEC

English A or Grade A in GCE O'Level English Language or Grade I or II in CAPE Communication Studies or an approved equivalent will be required to sit and pass the English Language Proficiency Test set by UWI.

HOW TO APPLY

Applicants are invited to apply ON-LINE free of charge at www.mona.uwi.edu (Kindly note application deadline)

The following original documents **MUST** be submitted to Bethlehem Moravian College: Birth Certificate, Academic Certificates (Grade Slips are accepted only in cases where the certificates are not yet available), Professional Certificates, Diplomas if Applicable, Marriage Certificate/Deed Poll (whichever is applicable) if present name is different from that on documents.