



UWI
OPEN CAMPUS
TRINIDAD & TOBAGO
WEST INDIES

SEMESTER III SHORT COURSES

ACADEMIC YEAR 2020/2021

ONLINE DELIVERY

JULY 12 - SEPTEMBER 30, 2021

APPLICATION DEADLINE: JUNE 25, 2021

STUDENT ORIENTATION: JULY 1-11, 2021

CLICK LINK TO APPLY: <https://forms.gle/fLK1vzaUJ2vLPD8r6>

TECHNICAL VOCATIONAL & CRAFT COURSES

ART, PAINTING & DRAWING

COURSE STRUCTURE:

- Basic & Tone Drawing
- Head, Hand & Feet
- Pictorial Composition
- Artistic Perspective
- Figure Drawing

Day/Time: Monday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$650.00

JEWELLERY MAKING I

COURSE STRUCTURE:

- Identify and use various tools
- Identify and characterize the various types of stones, gemstones, shapes and sizes
- Use the techniques learnt to create pieces of jewellery
- Understanding effective pricing, marketing and branding handcrafted Jewellery

Day/Time: Monday 5:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

BALLOON DECORATION / FLORAL ARRANGEMENT

COURSE STRUCTURE:

- FLORAL:-Bows, Corsages (Regular & Wrist)
- Bridal & Bridesmaid Bouquets / Holders
- Wedding Table Arrangements (Fresh & Artificial Flowers),
- Shapes (Flat & Topiary Pattern)
- Decorate Easter Baskets & Flower Girl Baskets
- Christmas Plate / Candle Decorated Arrangement
- Mother's Day / Valentine Vase / Sleeve Arrangement
- Doorway Swag / Regular / Christmas Floral Tuft Hedge
- Easter Bunny using Balloons / Animal Patterns
- 2/3/4 Colour Swirl Arch, Rings, Chandelier Patterns
- Balloon Pillars, Flower Patterns -Single / Double Petal, etc.

Day/Time: Monday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

WEDDING PLANNING & DECORATION I

COURSE STRUCTURE:

- Defining the role of the wedding coordinator
- Understanding and analyzing the market
- Establishing a wedding product and service,
- Basic wedding planning, Designing a wedding
- Budget design and management
- Ceremony decoration
- Reception decoration
- Build a portfolio

Day/Time: Wednesday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

COSMETOLOGY COURSES

BARBERING I

COURSE STRUCTURE:

- Equipment
- Sanitation
- Hairline Marking
- Bald haircuts, fades, one level
- Brush back, snoop cut,

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

BASIC HAIRDRESSING: (BRAIDING AND WEAVING)

COURSE STRUCTURE:

- Introduction To Braiding and Weaving
- Salon Receptionist / Maintaining a Professional Attitude.
- Hair Analysis, Hair Care & Scalp Treatment
- Hair Styling, Hair Shaping,

Day/Time: Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

HAIRDRESSING I

COURSE STRUCTURE:

- Fulfill Salon Reception Duties
- Prepare & Maintain Work Area
- Shampoo and Condition Hair & Scalp
- Colour Hair Using Basic Techniques
- Style Hair Using Setting & Drying Techniques
- Assist with Relaxing Services

Day/Time: Saturdays 10:00am - 1:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

NAIL TECHNOLOGY I

COURSE STRUCTURE:

- Professional and Salon Conduct
- Bacteriology
- Manicuring & Pedicuring
- Nail Techniques

Day/Time: Tues and Thurs 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

HAIRDRESSING II

PREREQUISITE: STUDENTS MUST COMPLETE HAIRDRESSING I

COURSE STRUCTURE:

- Advise Clients on Services
- Perform Soft Curl Permanent
- Change Hair Colour
- Perm Hair
- Relax Hair

Day/Time: Saturdays 1:30pm - 4:30pm

Delivery: ONLINE

Tuition Fee: \$1000.00

NAIL TECHNOLOGY II

PREREQUISITE: STUDENTS MUST COMPLETE NAIL TECHNOLOGY I

COURSE STRUCTURE:

- Professional and Salon Conduct
- Bacteriology
- Manicuring & Pedicuring
- Nail Techniques

Day/Time: Tues and Thurs 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1200.00

COMPLEMENTARY THERAPIES

MASSAGE THERAPY I

COURSE STRUCTURE:

- Skeleton
- Muscles
- Circulation and Lymphatic's
- Massage Practical

Day/Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

THERAPEUTIC MASSAGE

PREREQUISITE: STUDENTS MUST COMPLETE MASSAGE THERAPY I

COURSE STRUCTURE:

- Deep Tissue Massage / Aroma Massage
- Contraindications
- Skeletal (Back)
- Muscular (Back)
- Injury Care
- Arm and leg muscles/skeleton
- The Lymphatic System

Day/Time: Saturday 1:00pm-4:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

FOOT REFLEXOLOGY

• COURSE STRUCTURE:

- Reflexology History, Benefits, Safety
- Therapist Conduct & Ethics
- Contraindications
- The Human Body,
- Demonstration and Student Practice

Belmont: Friday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

PROFESSIONAL DEVELOPMENT COURSES

HOW TO START A SMALL BUSINESS

COURSE STRUCTURE:

- Profile of a successful Entrepreneur
- Creative Thinking & Idea Formulation
- Introduction to Business Planning
- The Operation, Marketing, Financial and Human Resource Plan
- Accessing Finance & Governmental Support Agencies (NEDCO, BDC, ADB)
- Ten Common Errors of Entrepreneurs

Day/Time: Saturday 10:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

GRANT PROPOSAL WRITING

COURSE STRUCTURE:

- Fundamental components which make up a standard grant proposal
- Fundamental components of a standard grant proposal
- Determine the information required to prepare a standard grant proposal
- Develop a grant proposal

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

EVENTS MANAGEMENT II

PREREQUISITE: STUDENTS MUST COMPLETE EVENTS MANAGEMENT I

COURSE STRUCTURE:

- The Business of Events Mgmt.
- Human Resource Issues in Events Mgmt.
- Events Marketing
- Catering Operations
- Project Mgmt. for Events
- Event Sponsorship
- Legal Issues Surrounding Events
- Ethics in Events Mgmt.

Day/Time: Saturday 10:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

INTRODUCTION TO PUBLIC RELATIONS

COURSE STRUCTURE:

- Myths about Public Relations
- How Public Relations Functions. Ethics in Public Relations
- Publics of Public Relations
- Media of Public Relations
- Research
- Six Point Planning Model
- Developing Public Relations Plans
- Crisis Planning in Public Relations
- News Release

Day/Time: Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

EFFECTIVE BUSINESS WRITING SKILLS

COURSE STRUCTURE:

- Five (5) C's of Effective Written
- Communication
- The Writing Process
- Planning & Writing Business Letters
- Planning & Writing Memoranda
- The Language of the Report
- Business E-mail Etiquette

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

EVENTS MANAGEMENT I

COURSE STRUCTURE:

- The Event Planning Process
- Events Administration-the Management Process
- Marketing- The Packaging & Promotion of Event
- Financial Management & Events
- Multimedia Production Techniques
- Health & Safety Issues
- Risk Management/Contingency Planning
- Events Evaluation Techniques etc.

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

CUSTOMER SERVICE

COURSE STRUCTURE:

- Role of customer Service
- Reliability in Customer Service
- Communicating with Customers
- Solving Customer Problems
- Successful handling of Difficult Customers

Day/Time: Friday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

SUPERVISORY MANAGEMENT I

COURSE STRUCTURE:

- Introduction to Management & Supervision
- Planning
- Organizational Structure
- Managing People
- Motivation
- Leadership Skills
- Building Team

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

SUPERVISORY MANAGEMENT II
PREREQUISITE:

SUPERVISORY MANAGEMENT I

COURSE STRUCTURE:

- Role & Functions of Management
- Team Building
- Information & Communication
- Supervision
- Training Needs Analysis
- Disciplinary Procedures
- Policies & Procedures
- Labour & Occupational Health &
- Safety Legislation

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

EFFECTIVE PUBLIC SPEAKING & PRESENTATION SKILLS

COURSE STRUCTURE:

- Overcoming Presentation Anxiety
- The Six-Step Essentials of Preparation
- Structuring the Presentation
- Selecting and using Appropriate Media
- Creating the Right Environment
- Managing the Unexpected

Day/Time: Monday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

CONVERSATIONAL SPANISH

COURSE STRUCTURE:

- Greetings
- Description of Oneself & Family
- Time
- Invitation
- Travel Arrangements & Directions
- Food, Money, Weather & Shopping

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$650.00

INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY

COURSE STRUCTURE:

- Basic Principles of Accident Prevention
- Safety Program Management
- Psychology Aspects of Safety Performance
- Occupational Safety & Health
- Construction Industry Safety & Health
- Labour & Occupational Health &
- Safety Legislation
- Impact of Global Change

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

INTRODUCTION TO SALES AND MARKETING MANAGEMENT

COURSE STRUCTURE:

- The Selling Input
- The Sales Presentation
- Control Mechanism
- The Marketing Mix

Day/Time: Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

TAXATION WITH BOOK-KEEPING & ACCOUNTING

COURSE STRUCTURE:

- Fundamental Principles of the Local Tax System
- Individual Tax Return (Form 400 ITR)
- Business Return / Sole Trader (Form 400 ITR)
- Schedules
- VAT Return (Revised Format)
- Partnership Return (Form 700 PAR)
- Corporation Tax Return (Form 500 CTR)
- Business Levy, Health Surcharge, NIS, Quarterly Taxes, Group Relief, etc.

Days/Time: Monday & Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

SPANISH FOR TRAVEL & BUSINESS PURPOSES

PREREQUISITE: CONVERSATIONAL SPANISH

COURSE STRUCTURE:

- Greetings and introductions
- Travel Reservations
- Restaurant conversation
- Shopping conversation
- Business letters and transactions
- Business meetings

Day/Time: Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

INTRODUCTION TO INDUSTRIAL RELATIONS

COURSE STRUCTURE:

- Concepts in Industrial Relations
- Contract of Employment
- Dismissals and Procedural Fairness
- Industrial Action and the Law (IR Act, Minimum Wage Act etc...)
- Rights of the Worker
- Grievance Handling in the Workplace
- The Process of Collective Bargaining

Day/Time: Saturday 1:00pm-3:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

ACADEMIC ENHANCEMENT COURSES

HUMAN RESOURCE MANAGEMENT I

COURSE STRUCTURE:

- Concepts /Philosophy/Objectives of HRM
- Compensation, Benefits, Administration
- Industrial Relations
- Recruitment, Selection, Termination
- Employee Relations & Development
- Organization Change & Development

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

HUMAN RESOURCE MANAGEMENT II

PREREQUISITE: HUMAN RESOURCE MANAGEMENT I

COURSE STRUCTURE:

- Management, Accountability & Social Responsibility
- HR Management & Legal Issues
- Global HRM
- Employee Relations
- The Leader as Coach & Counsellor
- Conflict Management

Day/Time: Monday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

INTRODUCTION TO BUSINESS MANAGEMENT

COURSE STRUCTURE:

- Business Principles & Management Theories
- Organizational Structures & Cultures
- Business Ethics & Social Responsibility
- Management Roles & Leadership Styles
- Motivational Theories
- Strategic Management, Implementation & Control.
- Management of Resources & Personnel Marketing
- Management, Management Information
- Communication

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1750.00

OPERATIONS MANAGEMENT

COURSE STRUCTURE:

- The Concepts of Operations Management
- The Strategic Role and Objectives of Operations
- Operations Network Design
- The Supply Chain
- MRP 1& 2
- TQM

Days/Time: Friday 6:00pm-8:00pm &

Saturday 1:00pm-3:00pm

Delivery: ONLINE

Tuition Fee: \$2160.00

INTRODUCTION TO AUDITING

COURSE STRUCTURE:

- Introduction to Auditing
- Fundamental Accounting Concepts
- The Expectation Gap
- Audit Evidence
- Audit Risk
- Internal Control
- The Auditor & the Company's Act 1995
- Internal Audit Function
- Central Government Ministries/Departments
- Quality Control
- Corporate Governance - Fraud & Error

Days/Time: Monday & Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

FUNDAMENTALS OF QUALITY MGMT

COURSE STRUCTURE:

- Introduction to Quality Management
- Strategic & Tactical Precursors
- Fundamental Approaches
- Introduction to Models & TOM Philosophies
- Initialization, Development, Adoption of the Quality Function
- Key Organizational Issues
- Human Resource Concerns
- Quality Sustenance & Continuous Improvement
- Challenges Encountered in Trinidad & Tobago

Day/Time: Saturday 9:00am-11:00am

Delivery: ONLINE

Tuition Fee: \$1800.00

FINANCIAL MANAGEMENT

COURSE STRUCTURE:

- Financial Analysis
- Equity Finance
- Debt Finance
- Introduction & Role of Financial Management
- Management of Cash Flow

Days/Time: Tuesday & Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

LAW I

COURSE STRUCTURE:

- Definition of Law
- Types of Law
- Various Court Structures
- Role & Functions of the Court Structure

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

COMPANY LAW & MANAGEMENT

PREREQUISITE: STUDENTS MUST COMPLETE LAW I

COURSE STRUCTURE:

- To give students an appreciation for legal environment of a company.
- An understanding of the mechanisms involved in the conduct of business activities.
- The practical considerations for the stakeholders in a company.
- Managing your legal responsibilities.

Day/Time: Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

INTRODUCTION TO COUNSELLING

COURSE STRUCTURE:

- Basic Counselling Skills and Techniques
- Counselling Process
- Orientations to Counselling
- Personal Development
- Family Dynamics / Culture

Days/Time: Monday & Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1550.00

COUNSELLING ADOLESCENTS

COURSE STRUCTURE:

- Basic Counselling Skills & Techniques
- The Counselling Process
- Personal Development
- Family Dynamics/Culture

Day/Time: Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

INTRODUCTION TO PSYCHOLOGY

COURSE STRUCTURE:

- The Nature & Purpose of Psychology
- Methods of Psychology
- The Psychology of Learning
- Cognition, Language & Intelligence
- Sensation & Perception
- States of Consciousness, Motivation & Emotion
- Physiological Psychology

Day/Time: Monday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

FIRST AID

COURSE STRUCTURE:

- The Practice of First Aid
- Bones & Joints Injuries
- Wounds & Bleeding
(Minor Bleeding/Major Bleeding)
- Sudden Illness
- Other Injuries
- C.P.R

Days/Time: Tuesday and Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$650.00

INTRODUCTION TO FAMILY LAW

PREREQUISITE: STUDENTS MUST COMPLETE LAW I

COURSE STRUCTURE:

- Legislation
- Case Law
- Legal Drafting & Interpretation
- Interviewing
- Legal Journal & Text

Day/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1200.00

ADVANCED COUNSELLING

PREREQUISITE: STUDENTS MUST COMPLETE INTRODUCTION TO COUNSELLING

COURSE STRUCTURE

- Introduction to Empowerment Philosophies in Human Services
- Concepts & Inter-cultural Communication
- Multiculturalism
- Building Interpersonal Communication Skills
- Responding to Trauma & Crisis Intervention
- Family Life Education

Days/Time: Tuesday & Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1800.00

COUNSELLING VICTIMS OF ABUSE

COURSE STRUCTURE:

- Parenting Crisis in Present Day T&T
- Self-Awareness & Self Evaluation
- Overview of Counselling
- Special Concerns in Counselling Victims
- Procedures & Skills

Day/Time: Saturday 10:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

INTRODUCTION TO CHILD PSYCHOLOGY

PREREQUISITE: STUDENTS MUST COMPLETE INTRODUCTION TO PSYCHOLOGY

COURSE STRUCTURE:

- Issues in Child Psychology
- The Development Approach
- Theories of Development
- The Methods of Child Psychology
- Morality, Altruism & Aggression
- Stress / Stressors Practicum

Days/Time: Tuesday & Thursday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1550.00

CARE FOR THE ELDERLY

COURSE STRUCTURE:

- Basic Anatomy & Physiology
- Personal Hygiene
- Bed Bathing
- Communication Skills
- Basic Nutrition

Days/Time: Tuesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1150.00

CULINARY ARTS COURSES

CAKE DECORATION I

COURSE STRUCTURE:

- Hygiene, Sanitation, Equipment use /Hand Tools
- Mixing, Preparation & Storage of Royal & Butter Cream Icing
- Decorations -Rose Buds, Forget Me Not, Primrose, Daisy, Poinsettia, Petunia, Lilly, Daffodil, Leaves
- The Art of Plastering, Application of Borders using various Tips & Techniques
- Preparation of Special Occasion Cakes (Pull Apart Cupcakes, Character Cakes, Baby Shower Cakes, Cakes with Edible Images)

Day/Time: Saturday 1:00pm-4:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

BREAD, CAKES & PASTRIES

COURSE STRUCTURE:

- **BREADS**:-Dinner Rolls, Hamburger Bread, Bacon Bread, Yeast Rolls, White & Whole Wheat Bread, Sweet Bread, Muffins & Cookies, etc.
- **CAKES**:-Fruit Cakes, Black Forest Cake, Poppy Seed Cake, Swirl Cake, Fatter Less Cake, Checkerboard Cake, Eggless Cake, Swiss Rolls, etc.
- **PASTRIES**:-Shortcrust, Flaky Pastry, Choux Pastry, Rough Puff Pastry, Puff Pastry, etc.

Day/Time: Tuesday 6:00pm- 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

GENERAL COOKING

COURSE STRUCTURE:

- Chinese
- Indian
- West Indian
- Seasonal Dishes

Day/Time: Saturday 9:00pm-12:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

CAKE DECORATION - II

PREREQUISITE: STUDENTS MUST COMPLETE CAKE DECORATION I

COURSE STRUCTURE:

- Demonstration –How to Gum Paste also different types of Flowers that could be done
- Making of Fondant- Covering Cake
- Making of Fondant – Mint Type, Almond Paste
- Making Gum Paste Mixture & Storage of same
- Making Different Flowers- Calla likes, Orchids, Stephanotis, Hibiscus, Carnations, Poinsettias, Roses
- Lace Work, Embroidery, Trellis, Corsages, Bouquets
- Ribbon Insertions, Tulle Work, Ribbon Work
- Mounting up of different types of Wedding Cakes

Day/Time: Friday 5:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

BARTENDING

COURSE STRUCTURE:

- Duties and Responsibility of the Bartender
- Tools and Accessories
- Knowledge of liqueur and Liquors
- Classification of Beverages
- Garnishing
- Pour Testing
- Knowledge of Beers
- Wine Service
- Mixology

Day/Time: Monday 5:00-8:00pm & Saturday 8:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1280.00

CHINESE COOKING

COURSE STRUCTURE:

- Appetizers
- Soups
- Meats
- Sauces
- Rice
- Vegetables, etc.

Day/Time: Saturday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

SIGN LANGUAGE I (Manual Communication I)

COURSE STRUCTURE:

- History and Culture
- Expressing Personal Information
- Discussing Family, Relationships, Occupations
- Describing Activities
- Making Requests

Day/Time: Tuesday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

INFORMATION TECHNOLOGY

COMPUTER LITERACY (BASIC)

This course targets persons with little or no knowledge of computer operations. Students will learn about the components and operations of a personal computer. The course is competency-based and includes practical exercises for real world experience.

COURSE STRUCTURE:

- Basic Computing Technology
- Introduction to Word Processing
- Introduction to Spreadsheets
- Introduction to Microsoft PowerPoint
- Introduction to Microsoft Access
- Introduction to Viruses and the Internet

IT Academy: Monday and Wednesday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$750.00

PROJECT MANAGEMENT

This Course will provide a comprehensive introduction to both the theory and practice of project management techniques. The participant will discover powerful strategies and tools which can be applied immediately to ensure the success of a project, regardless of the type of organization.

COURSE STRUCTURE:

- Defining a Project & Developing Project Plan
- Project Scope, Time & Cost Management
- Monitoring & Managing Change
- Working with Sub-projects & Master Projects

IT Academy: Tuesday and Thursday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1950.00

ADVANCED COMPUTER MAINTENANCE & NETWORKING

This course follows the Cisco IT Essentials syllabus, allowing you to prepare for the CompTIA A+ Exam. This certifies you with the competency of an entry-level Computer Service Technician. The course covers the fundamentals of computer hardware and software and advanced concepts such as security networking and mobile devices.

COURSE STRUCTURE:

- Installation, Configuration & Upgrading
- Diagnosing & Troubleshooting
- Preventative Maintenance, Basic Security Principles
- Mobile Devices, Network Fundamentals and Practices

IT Academy: Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$3600.00

CISCO CERTIFIED NETWORKING ASSOCIATE (CCNA)

COURSE STRUCTURE:

- Network Fundamentals
- Routing Protocols & Concepts
- LAN Switching & Wireless
- Accessing the WAN

IT Academy: Saturday 9:00am-12:00

Delivery: ONLINE

Tuition Fee: \$3000.00 (per module)

MICROSOFT OFFICE APPLICATIONS

This course is designed for persons who have already achieved a certificate in Computer Literacy. This advanced course is meant to improve on basic office skills or to assist students entering tertiary level education.

COURSE STRUCTURE:

- Microsoft Access - Level I
- Microsoft Word - Level II
- Microsoft Excel - Level II
- Microsoft PowerPoint - Level II

Internet Technologies - Level II

IT Academy: Friday 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1400.00

BASIC COMPUTER REPAIRS & MAINTENANCE

This course covers the basics of maintaining and fixing your own personal computer and prepares you for a career in the growing field of computer service.

COURSE STRUCTURE:

- Choosing parts
- Technician safety
- Installing the operating system
- Configuring & maintaining the operating system

IT Academy: Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1980.00

LINUX ESSENTIALS

This course teaches students the fundamentals of the Linux operating system, the command line, and basic open source concepts. It is designed for students who want a comprehensive introduction to the Linux operating system.

COURSE STRUCTURE:

- The Linux community & a career in open source
- The power of the command line
- The Linux operating system
- Security & file permissions

IT Academy: Wednesday & 5:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$2400.00

MEDIA & PHOTOGRAPHY

PHOTOGRAPHY I

COURSE STRUCTURE:

- Introduction to basic photography- Equipment/Accessories
- Film-characteristics
- The photograph composition etc.
- Basic techniques
- Selected areas of assignments

Day/Time: Saturday 1:00pm-3:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

PHOTOGRAPHY II

PREREQUISITE: STUDENTS MUST COMPLETE PHOTOGRAPHY I

COURSE STRUCTURE:

- Self-Evaluation
- Characteristics of a good Photograph
- Creating with Light
- Composition – The Tool for the Artist
- Success & the Photographer
- Creating your marketing catalog
- Setting up a Photography studio

Day/Time: Tuesdays 6:00PM-8:00PM

Delivery: ONLINE

Tuition Fee: \$1250.00

TECHNICAL VOCATIONAL COURSES

AIR CONDITIONING & REFRIGERATION I

COURSE STRUCTURE:

- Compression System of Refrigeration
- Refrigerants, Evaporators, Compressors, Condensers
- Expansion Valves, Flow Equipment, Lubrication
- Electric Controls & Control Valves
- Power Supply
- Practical Exercises, etc

Day/Time: Wednesday 6:00pm-8:00pm & Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1350.00

GARMENT CONSTRUCTION I

COURSE STRUCTURE:

- Classifying Fabric and Sources
- Analysis of the Human Figure
- Measurement
- Drafting basic patterns
- Garment variations
- Construction patterns to give order
- Estimate fabric for various sizes
- Flow chart

Day/Time: Tuesday 5:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

GARMENT CONSTRUCTION II

PREREQUISITE:

STUDENTS MUST COMPLETE GARMENT CONSTRUCTION I

COURSE STRUCTURE:

- Couture Hand Sewing Techniques
- Couture Seam & Seam Finishes
- Choosing Suitable Styles for Different Figure Types
- Lined Tailored Skirts
- Formal Dress

Day/Time: Thursday 5:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1250.00

LINEN & DRAPERY I

COURSE STRUCTURE:

- Pillow Cases & Scatter Pillows
- Neck Roll
- Flat and Fitted Sheet
- Single Ruffle Spread
- Valances & Swags
- Panel Curtains

Day/Time: Saturday 9:00am - 12:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

TECHNICAL VOCATIONAL CONT'D

LINEN & DRAPERY II

PREREQUISITE: STUDENTS MUST COMPLETE

LINEN & DRAPERY I

COURSE STRUCTURE:

- Lined & Unlined Pleated Drapes
- Valances
- Quilted Comforters with Bed Sheets
- Bed Sheets & Pillows

Day/Time: Saturday 1:00pm - 4:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

INTERIOR DECORATION

COURSE STRUCTURE:

- Basic Interior Decorating Principle,
- Colour
- Introduction to Lighting
- Furniture Arrangement
- Types of Fabrics & Textiles
- Types of Decorating Styles
- Decorating Ideas for Social Events

Day/Time: Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

UPHOLSTERY

COURSE STRUCTURE

- Tools & Class Rules
- Throw Cushions
- Building Square & Round Poufs
- Building of the Basic Chair to Complete
- Building of Sofa, Love Seat, Cleopatra and Storage Bench

Day/Time: Monday & Wednesday 6:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

JOINERY II

COURSE STRUCTURE:

- Construct Wooden Furniture
- Stain & Finish Joinery Items
- Install Furnishing Components & Attachments to Joinery Items
- Restore Woodwork

Day/Time: Saturday 1:00pm - 4:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

TAILORING (JACKETS)

COURSE STRUCTURE:

- Tools & Equipment
- Jacket & Vest Making
- Special Fronts, Collar and Sleeve
- Waistcoat Making
- Finishing – hemming, pressing etc.

Day/Time: Monday 6:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

TAILORING (PANTS & SHIRTS)

COURSE STRUCTURE:

- Tools & Equipment
- Trouser Making
- Special Leg Garments
- Shirt Making

Day/Time: Wednesday 6:00pm - 8:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

JOINERY & CABINET MAKING

COURSE STRUCTURE:

- Use of hand tools, power tools and stationary woodworking equipment.
- Instruction in safety, proper tool usage and safe working practices.
- Design and construct a woodworking project which may include either one of the following:
 - Medicine Cabinet, Towel Rack, Night Stand
 - Wooden Sofa Sleeve
 - Cap Holder
 - Candle Holder, Jewelry Box, Wine Rack, etc

Day/Time: Saturday 9:00am-1:00pm

Delivery: ONLINE

Tuition Fee: \$1000.00

BUILDING CONSTRUCTION COURSES

FOUNDATION ESTIMATING & CONSTRUCTION

COURSE STRUCTURE:

- Blue Print Reading
- Estimating Steel For Pile Caps, Ground Beams
- Estimating Volume of Gravel, Cement, Foundation Blocks, etc.
- Setting Out Foundation Using 3:4:5
- Setting Out Pile Proportion
- Surveyor Level & Staff
- Calculating Depth of Pile & Depth of Trench
- Setting up Profile & Marking-off Block Heights
- Designing Form Work, Column Beams, etc.

Day/Time: Thursday 6:00pm-8:00pm & Saturday 9:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

ESTIMATION & COST PLANNING

COURSE STRUCTURE:

- Calculations
- Built up off basic labour rates (skilled workers, unskilled workers, operators)
- Built up off unit rates for all construction activities (excavations, concrete, masonry)
- Scope of works
- Elements of an estimate
- Preparing estimates (labour, material, plant)
- Tender documents
- Analyzing cost and expenditure

Belmont: Saturday 8:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

FUNDAMENTALS OF FACILITIES MANAGEMENT I

COURSE STRUCTURE:

- Definitions & Concepts
- Operation & Maintenance
- Security Considerations
- Health, Safety & Environmental Dimensions
- Plan Development & Implementation
- Quality Sustenance
- Project Management, etc.

Day/Time: Saturday 9:00am-1:00pm

Delivery: ONLINE

Tuition Fee: \$1800.00

BUILDING CONSTRUCTION

COURSE STRUCTURE:

- Building Technology
- Foundations & Soils / Concrete Technology
- Walls / Retaining Walls
- Measurements & Setting Out
- Roofs / Structural Steel
- Multi-Story Buildings, etc

Day/Time: Saturday 8:00am-12:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

INSTRUMENTATION

COURSE STRUCTURE:

- Instruments & devices in transferring air, liquids and solids
- Measuring Pressure
- Understanding & maintaining pneumatic operations and systems

Days/Time: Monday & Wednesday 6:00pm-8:00pm

Delivery: ONLINE

Tuition Fee: \$1300.00

ARCHITECTURAL DRAWING

COURSE STRUCTURE:

- Instrument, Line Work and Lettering
- Location Plan
- Foundation Plan
- Roof Details

Day/Time: Monday 6:00pm - 8:00pm & Saturday 8:00am - 10:00am

Delivery: ONLINE

Tuition Fee: \$1250.00

BLUEPRINT READING

COURSE STRUCTURE:

- Isometric & Orthographic Projections Introduced
- Piping Layout
- Plot Plan
- How to read Metric & Imperial Scales
- Surveys

Day/Time: Wednesday 6:00pm - 8:00pm & Saturday 11:00am - 1:00pm

Delivery: ONLINE

Tuition Fee: \$1450.00

CONTACT US

Please make all application and registration enquiries at the following:

ADMISSION QUERIES: admissions.cpe@open.uwi.edu
REGISTRATION QUERIES: registration.cpe@open.uwi.edu

CARAPICHAIMA CENTRE

Carapichaima East Secondary School
Mc Leod Street, Freeport
Email: carapichaima@dec.uwi.edu

CHAGUANAS SITE

Soogrim Trace, Off Narsaloo Ramaya Road,
Email: chaguanas@open.uwi.edu
Tel: 227-OPEN (6736) Ext: 31928, 31929

EL DORADO CENTRE

El Dorado East Secondary School
Karamath Street, El Dorado
Email: el.dorado@open.uwi.edu

GORDON STREET SITE

St. Augustine
Email: gordon.street@open.uwi.edu
Tel: 227-OPEN (6736) Ext. 30530

IT ACADEMY

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Tel: 297-4079 (Direct Call/Whatsapp)

MARABELLA CENTRE

Email: south@open.uwi.edu/
garry.edmond@open.uwi.edu
Tel: 227-OPEN (6736) Ext: 31501, 31000, 31001

MAYARO SITE

Email: mayaro@open.uwi.edu
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POINT FORTIN CENTRE

Email: pt.fortin@open.uwi.edu
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PORT OF SPAIN/BELMONT & ENVIRONS

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Princes Town Centre

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Matilda Junction, Princes Town
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TOBAGO SITE

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Tel: 227-OPEN (6736) Ext: 39800, 39804

Our experienced tutors are highly trained and ready to deliver the courses on the Zoom and Blackboard Collaborate (BBC) platforms.

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The University reserves the right to alter programme/course specifications and fees at its discretion.