



**UWI**  
OPEN CAMPUS  
TRINIDAD & TOBAGO  
WEST INDIES

# SEMESTER III SHORT COURSES

ACADEMIC YEAR 2021/2022

## ONLINE DELIVERY

June 13 - Sept. 09, 2022

**APPLICATION DEADLINE:** MAY 31, 2022  
**STUDENT ORIENTATION:** JUNE 6 - 9, 2022

**APPLY HERE:** <https://forms.gle/fLK1vzaUJ2vLPD8r6>

## NEW COURSES

### DIGITAL BRAND MANAGEMENT

#### COURSE STRUCTURE:

- The new rules for new media
- Creating and nurturing an online brand
- Assuring multi-channel customer access
- Integrated multi-media marketing
- Taming technology
- Building a culture of empowerment through connection

**Day/Time: Thursdays 6:00pm - 8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### FUNDAMENTALS TO DIGITAL MARKETING

#### **PREREQUISITE: STUDENTS MUST BE COMPUTER LITERATE**

#### COURSE STRUCTURE:

- Digital Design Basic
- Website Essentials and Planning
- Digital Marketing Campaigns
- Rubrics of Social Listening
- Online Reputation Management

**Day/Time: Wednesdays 6:00pm - 8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### WEB PAGE DESIGN

#### **PREREQUISITE: STUDENTS MUST BE COMPUTER LITERATE**

#### COURSE STRUCTURE:

- Introduction to the Internet
- Introduction to HTML Programming
- Web Page Interactivity

**Day/Time: Thursdays 6:00pm - 8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### INTRODUCTION TO CREATIVE WRITING

#### COURSE STRUCTURE:

- The Creative Writing Process
- Elements of Fiction
- Elements of Poetry
- Elements of Drama

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### MAINTENANCE MANAGEMENT

#### **PREREQUISITE: STUDENTS MUST COMPLETE FUNDAMENTALS OF FACILITIES MANAGEMENT - I**

#### COURSE STRUCTURE:

- The Maintenance Process
- Housekeeping
- The Control Center
- Occupational Health and Safety
- Insourcing and Outsourcing (PFI/PPP)
- Staff performance and Motivation
- The Operations Plan
- Life Cycle Costing and deterioration

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### FINANCIAL PLANNING FOR SMALL BUSINESSES

#### **PREREQUISITE: STUDENTS MUST COMPLETE HOW TO START A SMALL BUSINESS OR EQUIVALENT COURSE**

#### COURSE STRUCTURE:

- Introduction to Financial Planning for Small Business
- Accounting Concepts and Principles
- Costing
- Balancing the Books

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**



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## NEW COURSES (CONT'D)

### INTRODUCTION TO PROCUREMENT & ITS ENVIRONMENT

COURSE STRUCTURE:

- Introduction and Organization of Procurement
- Strategic Role of Procurement
- Aim and Methodology of Procurement
- Perception Reports
- Procurement in an a Project Environment

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### THE ECONOMICS OF PROCUREMENT & MANAGEMENT CONSIDERATIONS *PREREQUISITE: STUDENTS MUST COMPLETE INTRODUCTION TO PROCUREMENT*

COURSE STRUCTURE:

- Stakeholders in the Procurement Process
- Governance issues in Procurement
- Key performance indicators (KPIs) in Procurement
- Lean systems to achieve the 5Rs of procurement
- Best value for money
- Supply Market Analysis

**Day/Time: Wednesdays 6:00pm - 8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### DEFENSIVE DRIVING

COURSE STRUCTURE:

- What is Defensive Driving?
- Conditions that affect your driving
- Identifying driving conditions you CAN and CANNOT control
- Discussing the most common driver errors
- Road Safety Techniques
- Avoiding the six (6) most UNSAFE driving behaviours

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

**Delivery: ONLINE**

**Tuition Fee: \$650.00**

### COMIC BOOK ART

COURSE STRUCTURE:

- Learn to draw comics
- Materials & their use
- Form - shape & Structure
- Composition
- Anatomy
- Perspective

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

**Delivery: ONLINE**

**Tuition Fee: \$650.00**

### PRIMARY HEALTHCARE

COURSE STRUCTURE:

- Primary Healthcare
- Social Determinants of Health
- Review of ALMA ATA and its implementation
- Recommendations for the improvement of primary healthcare

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

### MANAGING PROPERTY

COURSE STRUCTURE:

- The Property Profession
- Landlord and Tenant
- Maintenance
- Risk Management

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

**Delivery: ONLINE**

**Tuition Fee: \$1675.00**

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## 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: \$1150.00**

### JEWELLERY MAKING II

**PREREQUISITE: STUDENTS MUST COMPLETE JEWELLERY MAKING**

#### COURSE STRUCTURE:

- Identify and handle all materials, tools and equipment
- Instruction on safe working practices.
- Identify and characterize the various types of gauge wire and techniques in jewellery making
- Methods of repairing and restoring jewellery
- Understanding and implementing effective branding, pricing, marketing, and packaging ( small business)

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

**Delivery: ONLINE**

**Tuition Fee: \$1450.00**

### 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 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

### JEWELLERY MAKING

#### 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 6:00pm - 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 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

### BALLROOM AND LATIN DANCE I

#### COURSE STRUCTURE:

##### (Theory and Practical)

- Introduction
- Fundamentals *"do's and don'ts"*
- Partnership- Lead and Follow
- Figures - Elements, Dance positions
- Musical Terms
- Questions and Answers
- **DANCES:** Waltz, Rumba, Cha-Cha & Bachata

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

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

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## 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-11:00pm**

**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: Saturday 10:00am-12:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

**NAIL TECHNOLOGY I**

COURSE STRUCTURE:

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

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

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

**BASIC MAKE-UP**

COURSE STRUCTURE:

- Make-Up
- Image
- Safety, Sanitation & Sterilization
- Product Knowledge
- Implements, supplies, materials
- Facial Types
- Make-up methods (nighttime, corrective, etc.)

**Day/Time: Thursday 6:00pm-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: Saturday 1:30pm-3:30pm**

**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: Thursday 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1200.00**

**MAKE-UP ARTISTRY**

**PREREQUISITE: STUDENTS MUST COMPLETE BASIC MAKE-UP**

COURSE STRUCTURE:

- Skin Care
- Facial Structure
- Eye Brows: how to achieve the perfect shape
- Making of faces: Application
- Power Tools
- Demonstrations, Student Practicals

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

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

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**COMPLEMENTARY THERAPIES**

**MASSAGE THERAPY I**

COURSE STRUCTURE:

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

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

**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

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

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

**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-3:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1250.00**



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# 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: Thursday 6:00pm-8:00pm**

**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**

**TAXATION**

COURSE STRUCTURE:

- Fundamental Principles of the Local Taxation System
- Introduction of the following Legal Instruments with updated
- Amendments
- Understanding & correctly filing the TD1 & Form 1A
- Business Returns
- Value Added Tax
- Partnership Returns
- Corporation Tax Act
- The Companies Act 1995 (Amended 1997) Salient Features
- Intro. to Hotel Accommodation Tax & Petroleum Tax
- Tax Planning & Retirement Planning (Financial)

**Days/Time: Saturday 1:00pm-3:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1150.00**

**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**

**BOOK-KEEPING & ACCOUNTING**

COURSE STRUCTURE:

- Basic Accounting Principles & Methods
- Payment & Accounting for Tax & Health Surcharge
- Penalties under the Income Tax Act
- Trading, Profit & Loss Account
- Balance Sheet
- Introduction to Payroll Accounting
- Reconciliation of Records
- National Insurance Act Chap 32:01 (amended 1999)
- International Accounting Standards

**Days/Time: Saturday 10:00am-12:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1150.00**

**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: Mon & Wed 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**



**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 (OSHA)**

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: Thursday 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1450.00**

**SMALL HOTEL & INSTITUTIONAL MANAGEMENT**

COURSE STRUCTURE:

- Sanitation and Safety
- Equipment Selection and Purchase
- Tourism Management
- Organization and Administration
- Food and Nutrition
- Housekeeping
- Food Service
- Plant Layout/Design
- Plant Maintenance
- The Business Plan

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

**Delivery: ONLINE**

**Tuition Fee: \$1750.00**

**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**

**SIGN LANGUAGE**

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**

**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: STTUDENTS MUST COMPLETE 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: Tues & Thurs 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1750.00**

**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: Mon & Wed 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**

**FINANCIAL MANAGEMENT**

COURSE STRUCTURE:

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

**Days/Time: Tues & Thurs 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**

**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**

**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**

**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**

**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**

**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**



## 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: Wednesday 6:00pm-8:00pm & Saturday 9:00am-12:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1800.00**

## INTRODUCTION TO COUNSELLING

COURSE STRUCTURE:

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

**Days/Time: Mon & Wed 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1550.00**

## 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

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: Fri & Sat 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1550.00**

## INTRODUCTION TO ADDICTION STUDIES

COURSE STRUCTURE:

- This course is a general introductory course in addiction studies. The main aim is to orient persons to:
- Understanding the fundamentals of addictive behavior and the general terminology used
- The biopsychosocial approach to treatment
- The recovery process
- An examination of the issue of addiction in various population sub groups

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

**Delivery: ONLINE**

**Tuition Fee: \$1150.00**

## WATER QUALITY MANAGEMENT

COURSE STRUCTURE:

- An overview of Water Supply
- Characterization of Water Pollutants
- Water Quality Monitoring
- Physical Water Quality Parameters
- Chemical Water Quality Parameters
- Microbiological Water Quality Parameters
- Processes for Improving Water Quality in natural systems
- Protection of Water Quality

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

**Delivery: ONLINE**

**Tuition Fee: \$1250.00**

## 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: Tues & Thurs 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1800.00**

## 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**

## INTRODUCTION TO MEDIATION

COURSE STRUCTURE:

- Overview and introduction to conflict and its resolution
- Stages of the Mediation Process
- Practicing mediation skills
- Communication skills
- Mediation ethics: Bargaining and Agreement

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

**Delivery: ONLINE**

**Tuition Fee: \$1150.00**



**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 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$650.00**

**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**

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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-3:00pm**

**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 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**

**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**

**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 6:00-8:00pm & Saturday 9:00am-11:00am**

**Delivery: ONLINE**

**Tuition Fee: \$1280.00**

**GENERAL COOKING**

COURSE STRUCTURE:

- Chinese
- Indian
- West Indian
- Seasonal Dishes

**Day/Time: Saturday 9:00pm-11:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

**CHINESE COOKING**

COURSE STRUCTURE:

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

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

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**



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# 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: Mon & Wed 5:00pm-8:00pm**

**Delivery: [8th June - 18th July] CISCO WEBEX - 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: Tues & Thurs 5:00pm-8:00pm**

**Delivery: [17th May - 21st June] CISCO WEBEX - 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 2:00pm-5:00pm**

**Delivery: [6th Aug. - 3rd Dec.] CISCO WEBEX - 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: Tues & Thurs 5:30pm-8:30pm**

**Delivery: CISCO WEBEX - 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: [24th June - 26th Aug.] CISCO WEBEX - 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: [18th June - 27th Aug.] CISCO WEBEX - 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: Mon & Wed 5:30pm-8:30pm**

**Delivery: CISCO WEBEX - ONLINE**

**Tuition Fee: \$2400.00**



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## 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: Tuesday 6:00PM-8:00PM**

**Delivery: ONLINE**

**Tuition Fee: \$1250.00**

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## 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 10:00am-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: Tues & Thurs 6:00pm-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: Mon & Wed 6:00pm-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-11:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**



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## 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-3:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**

### TAILORING (PANTS & SHIRTS)

COURSE STRUCTURE:

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

**Day/Time: Tues & Thurs 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: Monday 6:00pm-8:00pm &**

**Saturday 9:00am-11:00am**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

### 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: Mon & Wed 6:00pm-8:00pm**

**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: Mon & Wed 6:00pm-8:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**

### 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-11:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1300.00**

### JOINERY II

COURSE STRUCTURE:

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

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

**Saturday 1:00pm-3:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1000.00**



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## 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: Mon & Thurs 6:00pm-8:00pm**

**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 1:00pm-4:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1450.00**

### 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 9:00am-12:00pm**

**Delivery: ONLINE**

**Tuition Fee: \$1450.00**

### INSTRUMENTATION WITH VR

#### 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**



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## CONTACT US

**Please make all application and registration enquiries at the following:**

**ADMISSION QUERIES:** [admissions.cpe@open.uwi.edu](mailto:admissions.cpe@open.uwi.edu)  
**REGISTRATION QUERIES:** [registration.cpe@open.uwi.edu](mailto:registration.cpe@open.uwi.edu)  
**EXAMINATIONS QUERIES:** [exams.cpe@open.uwi.edu](mailto:exams.cpe@open.uwi.edu)

### CARAPICHAIMA CENTRE

Carapichaima East Secondary School  
Mc Leod Street, Freeport  
Email: [carapichaima@open.uwi.edu](mailto:carapichaima@open.uwi.edu)

### CHAGUANAS SITE

Soogrim Trace, Off Narsaloo Ramaya Road,  
Email: [chaguanas@open.uwi.edu](mailto:chaguanas@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext: 31928, 31927  
**Walk-In: Mon to Thurs -10:00AM to 2:00PM** (by appointment only)

### EL DORADO CENTRE

El Dorado East Secondary School  
Karamath Street, El Dorado  
Email: [el.dorado@open.uwi.edu](mailto:el.dorado@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext: 30300  
**Walk-In: Mon, Wed & Fri - 9:00AM to 12:00PM**

### GORDON STREET SITE

Gordon Street, St. Augustine  
Email: [gordon.street@open.uwi.edu](mailto:gordon.street@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext. 30537, 30538, 30539, 30530  
**Walk-In: Mon, Wed and Fri - 9:00AM to 1:00PM**

### IT ACADEMY

1st Floor, The Compton Bourne Building  
(Upstairs UWI Bookshop)  
UWI St. Augustine Campus  
Email: [wendy.alleyne@open.uwi.edu](mailto:wendy.alleyne@open.uwi.edu)  
Tel: 297- 4079 (Direct Call/Whatsapp)  
**Walk-In: Mon - Fri -8:30AM to 4:30PM**

### MARABELLA CENTRE

Email: [south@open.uwi.edu](mailto:south@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext: 31501, 31000, 31001

### PORT OF SPAIN/BELMONT & ENVIRONS

Government Plaza, Shop #3, Ajax Street, Port of Spain  
Email: [belmont@open.uwi.edu](mailto:belmont@open.uwi.edu) or [pos@open.uwi.edu](mailto:pos@open.uwi.edu)  
Tel: 227-6736 Ext: 31100  
**Walk-In: Mon, Wed and Fri - 9:00AM to 1:00PM**

### SAN FERNANDO SITE

7-9 Padmore Street, San Fernando  
Email: [south@open.uwi.edu](mailto:south@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext: 31000, 31501  
**Walk-In: Mon to Thurs - 9:30AM to 1:30PM & Wed 1:30pm to 4:00pm**

### TOBAGO SITE

Signal Hill  
Email: [Tobago@open.uwi.edu](mailto:Tobago@open.uwi.edu)  
Tel: 227-OPEN (6736) Ext: 39800, 39804  
**Walk-In: Tues and Fri - 9:00AM to 12:00PM**

Our experienced tutors are highly trained and ready to deliver the courses on the Blackboard Collaborate, Moodle, Zoom and Learning Exchange platforms.

**[WWW.OPEN.UWI.EDU](http://WWW.OPEN.UWI.EDU)**

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