



THE UNIVERSITY OF THE WEST INDIES  
OPEN CAMPUS  
TRINIDAD AND TOBAGO, WEST INDIES

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**Continuing Professional Education Programmes  
Cycle III  
“Short Courses”**

**START DATE : JUNE 9, 2018**

**TECHNICAL VOCATIONAL PROGRAMME**

**AUTOMOTIVE COURSES**

**AUTO MECHANICS**

Carapichaima Centre: Sat: 10:00am-1:00pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS: 60

TUITION FEE : \$840.00

**AUTO MECHANICS II**

Princes Town: Sat: 1:00pm-4:00pm

CONTACT HOURS: 60

TUITION FEE : \$1120.00

**ELECTRONIC FUEL INJECTION**

Carapichaima Centre: Sat: 9:00am-1:00pm

CONTACT HOURS : 60

TUITION FEE : \$1120.00

**MEDIA & PHOTOGRAPHY COURSES**

**PHOTOGRAPHY - I**

Belmont Centre: Mon & Wed. 5:15pm-8:15pm

Carapichaima Centre: Sat: 8:30am-12:30pm

Point Fortin Centre: Tue & Thur. 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$840.00

*DSLR Camera is required*

**PHOTOGRAPHY - II**

Carapichaima Centre: Sat: 1:00pm-4:00pm

Point Fortin Centre: Mon & Wed. 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1020.00

*DSLR Camera is required*

**BUILDING CONSTRUCTION COURSES**

**ARCHITECTURAL DRAWING**

Belmont: Thurs 5:15-8:15pm & Sat 9am-1pm

Carapichaima Centre: Sat: 8:30am-12:30pm

Princes Town: Sat: 9:00am-12:00

CONTACT HOURS : 60

TUITION FEE : \$1020.00

**WELDING & FABRICATION – I**

Carapichaima Centre: Sat: 8:30 am – 12:30 pm

Princes Town: Sat: 9:00-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$940.00

**WELDING & FABRICATION - II**

Carapichaima Centre: Sat: 1:00pm - 4:00pm

Princes Town: Sat: 1:00pm - 4:00pm

CONTACT HOURS : 60

TUITION FEE : \$1180.00

**BUILDING CONSTRUCTION**

Carapichaima Centre: Sat: 8:00am-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

**FOUNDATION ESTIMATING & CONSTRUCTION**

Carapichaima Centre: Sat: 12:30pm-4:30pm

Princes Town: Sat: 1:00pm-4:00pm

Point Fortin Centre: Mon & Wed 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

**PLUMBING**

Carapichaima Centre: Sat: 9:00am-1:00pm

Princes Town: Sat: 9:00am-12:00pm

Point Fortin Centre: Tue & Thur. 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$940.00

**PLUMBING II**

Princes Town: Sat: 1:00pm-4:00pm

CONTACT HOURS : 60

TUITION FEE : \$1020.00

**STRUCTURAL STEEL DETAILING YR. I**

Point Fortin Centre: Mon & Wed: 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

**STRUCTURAL STEEL DETAILING YR. II**

Point Fortin Centre Tue & Thur 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE :\$1,200.00

**PRACTICAL ENGINEERING SURVEYING**

Carapichaima Centre: Sat: 8:00am-12:00pm

Princes Town: Mon: 4:30pm-8:30pm

CONTACT HOURS : 60

TUITION FEE : \$1400.00

**TILE LAYING**

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$940.00

**MAINTENANCE OF CIVIL ENGINEERING STRUCTURES**

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

**MEASUREMENTS OF BUILDING & CIVIL ENGINEERING STRUCTURES**

Princes Town: Sat: 1:00am-4:00pm

CONTACT HOURS : 60

TUITION FEE :\$1,200.00

**BLUE PRINT READING YR. I**

Point Fortin: Time: Mon & Wed: 5:00pm -8:00pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

**FURNITURE AND WOODWORK COURSES**

**CARPENTRY I (JOINERY & CABINET MAKING)**

Carapichaima Centre: Sat: 9:00am - 1:00pm

CONTACT HOURS : 60

TUITION FEE : \$840.00

**COSMETOLOGY & COMPLEMENTARY THERAPIES**

**COSMETOLOGY (BEAUTY THERAPY)**

Carapichaima Centre: Sat: 10:00 am – 1:00 pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS: 60

TUITION FEE : \$840.00

**BASIC MAKE-UP**

St. Augustine: Saturdays 9:00 am - 12:00 pm

Princes Town: Sat 9.00a.m.-12.00 p.m.

Point Fortin Centre: Wed. 5:00pm - 8:00pm

Contact Hours : 36

Tuition Fee :\$840.00

**BEAUTY CULTURE**

Point Fortin: Thurs: 5:00pm-8:00pm

El Dorado: Sat 1:00pm - 4:00pm

Contact Hours : 36

Tuition Fee : \$840.00

**MAKE-UP ARTISTRY**

Belmont: Monday & Wednesday 5:15-8:15pm

St. Augustine: Saturdays 1:00 pm - 4:00 pm

El Dorado: Tuesday 5:00pm - 8:00pm

Contact Hours : 36

Tuition Fee :\$840.00

**HAIRDRESSING I**

Belmont: Tuesdays 5-8pm

St. Augustine: Fridays 5:00 pm - 8:00 pm

Contact Hours : :36

Tuition Fee :\$840.00

**HAIRDRESSING II**

San Fernando: Thu: 5:30pm-8:30pm

St. Augustine: Mondays 5:00 pm - 8:00 pm

Contact Hours: 36

Tuition Fee: \$840.00

**HAIRDRESSING: BASIC HAIR BRAIDING & WEAVING**

El Dorado: Sat 9:00am - 12:00pm

Contact Hours: 36

Tuition Fee: \$840.00

**INTRODUCTION TO BARBERING**

Belmont: Monday & Wednesday 5-8pm

Princes Town: Sat 9.00a.m.-12.00 p.m.

San Fernando Centre: Fri. 5:30pm-8:30pm

El Dorado: TBA

CONTACT HOURS: 36

TUITION FEE : \$840.00

**NAIL TECHNOLOGY I**

St. Augustine: Sat: 9:00 am - 12:00 pm

Belmont Centre: Tue & Thur: 5:15pm-8:15pm

Princes Town: Sat: 1:00am-4:00pm

CONTACT HOURS: 36

TUITION FEE: \$840.00

**NAIL TECHNOLOGY II**

St. Augustine: Sat: 1:00 pm - 4:00 pm

CONTACT HOURS: 36

TUITION FEE: \$840.00

**INTRODUCTION TO MASSAGE THERAPY**

Belmont Centre: Thurs. : 5:00pm-8:00pm

San Fernando: Sat: 9:00am-12:00pm

St. Augustine: Sat. 1:00 pm - 4:00 pm

CONTACT HOURS: 36

TUITION FEE : \$1020.00

**THERAPEUTIC MASSAGE**

Belmont Centre: Fri: 5-8pm

St. Augustine: Sat. 9:00 am - 12:00 pm

CONTACT HOURS: 36

TUITION FEE : \$1020.00

**CULINARY ARTS COURSES**

**BREADS, CAKES & PASTRIES**

Belmont Centre: Thurs 5:00 pm - 8:00 pm & Sat: 9:00am-12:00noon

Carapichaima Centre: Sat: 8:30 am – 11:30 am

Point Fortin: Fri: 5:00pm-8:00pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 36

TUITION FEE : \$840.00

**WEST INDIAN COOKING**

Point Fortin Centre: Tues & Thurs 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1040.00

**CAKE DECORATION - I**

Carapichaima Centre: Sat: 9:00 am -12:00 pm

Point Fortin: Mon & Wed: 5:00pm-8:00pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 60

TUITION FEE : \$840.00

**CAKE DECORATION - II**

Carapichaima Centre: Sat: 12:30 pm – 3:30 pm

Princes Town: Sat: 1:00pm-4:00pm

CONTACT HOURS : 60

TUITION FEE : \$1080.00

**GENERAL COOKING**

Belmont Centre: Mon & Tue: 5:00pm-8:00pm  
Point Fortin Centre Mon & Wed 5:00pm - 8:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$840.00

**CHINESE COOKING**

Carapichaima Centre: Sat: 12:00 pm – 3:00 pm  
Princes Town: Sat: 9:00am-12:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$840.00

**FOOD PREPARATION I**

Princes Town: Sat: 1:00am-4:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$840.00

**DESIGN & CRAFT COURSES**

**LINEN & DRAPERY - I**

Belmont: Tues 4:30-8:30pm  
Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Princes Town: Sat: 9:00am-12:00pm  
El Dorado: Sat 9:00am - 12:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$840.00

**LINEN & DRAPERY II**

El Dorado: 1:00pm - 4:00pm  
CONTACT HOURS: 36  
TUITION FEE : \$1080.00

**GARMENT CONSTRUCTION I**

Belmont Centre: Mon & Wed.: 5:00pm-8:00pm  
Princes Town: Sat: 9:00am-12:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$840.00

**GARMENT CONSTRUCTION II**

Princes Town: Sat: 1:00pm-4:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$1020.00

**TAILORING (PANTS & SHIRTS)**

Princes Town: Sat: 9:00am-12:00pm  
CONTACT HOURS: 60  
TUITION FEE: \$840.00

**HOME FURNISHINGS**

Princes Town: Sat: 9:00am-12:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$840.00

**ELECTRICAL & ELECTRONICS COURSES**

**AIR CONDITIONING & REFRIGERATION YR. I**

Carapichaima Centre: Sat: 9:00 am – 1:00 pm  
Princes Town: Sat: 9:00am-12:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$1120.00

**ELECTRICAL INSTALLATION (AUTO)**

Carapichaima Centre: Sat: 9:00 am – 1:00 pm  
CONTACT HOURS : 60  
TUITION FEE : \$940.00

### **ELECTRICAL INSTALLATION (DOMESTIC)**

Belmont: Mon & Fri. 5:15-8:15pm

Carapichaima Centre: Sat: 9:00 am – 1:00 pm

Princes Town: Sat 9:00am-12:00pm

Point Fortin Centre: Mon & Wed: 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$940.00

### **ELECTRICAL INSTALLATION I (INDUSTRIAL)**

Carapichaima Centre: Sat: 8:30 am – 12:30 pm

Princes Town: Sat 9:00am-12:00pm

Point Fortin Centre: Tue & Thur 5:00pm-8:00pm

CONTACT HOURS : 60

TUITION FEE : \$940.00

### **ELECTRICAL INSTALLATION II (INDUSTRIAL)**

Princes Town: Sat 1:00am-4:00pm

CONTACT HOURS : 60

TUITION FEE : \$1540.00

### **REWIRING OF MOTORS PART I**

Carapichaima Centre: Sat: 1:00 pm – 4:00 pm

Point Fortin: Mon & Wed: 5:00pm-8:00pm

CONTACT HOURS : 60

TUITION FEE : \$840.00

### **ADVANCED ELECTRONICS**

Carapichaima Centre: Sat: 8:30 am – 12:30 pm

CONTACT HOURS : 60

TUITION FEE : \$1320.00

## **HOSPITALITY & TOURISM**

### **BARTENDING**

Belmont Centre: Wed & Thurs: 5:00pm-8:00pm

Carapichaima Centre: Sat: 9:00 am – 1:00 pm

Point Fortin: Tues & Thurs: 5:00pm-8:00pm

CONTACT HOURS: 60

TUITION FEE : \$1060.00

## **INDUSTRIAL TECHNOLOGY**

### **REFINERY PIPING DRAWING YR. I**

Carapichaima Centre: Sat: 8:00 am – 12:00 pm

Point Fortin Centre: Mon & Wed: 5:00pm - 8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1200.00

This course is arranged in order to prepare students for the Petrochemical Industries.

### **REFINERY PIPING DRAWING YR. II**

Point Fortin Centre: Tue & Thur 5:00pm - 8:00pm

CONTACT HOURS: 60

TUITION FEE : \$1200.00

### **INSTRUMENTATION**

Point Fortin: Mon & Wed: 5:00pm-8:00pm

CONTACT HOURS : 60

TUITION FEE : \$1080.00

# CONTINUING EDUCATION PROGRAMME TRAINING

## COUNSELLING ADOLESCENTS

Belmont: Tues.& Thurs. 5:15-8:15pm  
El Dorado: Thurs 5:00pm - 8:00pm  
CONTACT HOURS: 40  
TUITION FEE: \$960.00

## INTRODUCTION TO COUNSELLING

Point Fortin: Tues & Thurs: 5:00pm-8:00pm  
Princes Town: Sat 9:00am- 12:00pm  
San Fernando: Sat: 1:00pm-4:00pm  
CONTACT HOURS: 60  
TUITION FEE : \$1290.00

## INTRODUCTION TO CHILD PSYCHOLOGY

Carapichaima Centre: Sat: 9:00 am – 1:00 pm  
San Fernando: Tue: 5:30pm-8:30pm  
CONTACT HOURS : 60  
TUITION FEE : \$1290.00

## INTRODUCTION TO PSYCHOLOGY

Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Princes Town: Sat:9:00am-12:00pm  
San Fernando: Sat: 9:00am-12:00pm  
*St. Augustine: Sat: 10:00 am - 1:00 pm*  
*El Dorado: Wed 5:00pm - 8:00pm*  
CONTACT HOURS : 36  
TUITION FEE : \$1200.00

## ADVANCED COUNSELLING

Princes Town: Sat 1:00am- 4:00pm  
San Fernando: Sat: 9:00am-12:00pm  
CONTACT HOURS: 75  
TUITION FEE: \$1500.00

## CARE FOR THE ELDERLY

*Belmont: Thursdays 5-8pm*  
Contact Hours : 36  
Tuition Fee : \$960.00

## COUNSELLING VICTIMS OF ABUSE

San Fernando: Mon: 5:30pm-8:30pm  
Point Fortin Centre: Mon 5:00pm - 8:00pm  
CONTACT HOURS : 40  
TUITION FEE : \$960.00

## CUSTOMER SERVICE

San Fernando: Tue: 5:30pm-8:30pm  
Point Fortin: Tues: 5:00pm-8:00pm  
El Dorado: Sat 9:00pm - 12:00pm  
*St. Augustine:*  
CONTACT HOURS : 36  
TUITION FEE : \$1020.00

## EVENTS MANAGEMENT – I

Belmont Centre: Tues & Thurs: 5:15pm-8:15pm  
Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Point Fortin: Thurs: 5:00pm-8:00pm  
San Fernando: Fri: 5:30am-8:30pm  
St. Augustine: Sat. 1:00 pm - 4:00 pm  
El Dorado: Wed 5:00pm - 8:00pm  
CONTACT HOURS: 36  
TUITION FEE : \$960.00

**EVENTS MANAGEMENT - II**

San Fernando: Sat: 9:00am-12:00pm  
St. Augustine: Sat: 9:00 am - 12:00 pm  
CONTACT HOURS : 45  
TUITION FEE : \$1200.00

**HOW TO START A SMALL BUSINESS**

Belmont: Mon & Wed: 5:15pm-8:15pm  
Princes Town: Sat 9:00am-12:00pm  
San Fernando: Mon: 5:30pm-8:30pm  
St. Augustine: TBA  
Tobago: TBA  
CONTACT HOURS : 36  
TUITION FEE : \$1020.00

**INTRODUCTION TO BUSINESS MANAGEMENT**

Carapichaima Centre: Sat: 12:00 pm – 3:00 pm  
Princes Town: Sat 9:00am-12:00pm  
San Fernando: Mon: 5:30pm-8:30pm  
St. Augustine: TBA  
CONTACT HOURS : 60  
TUITION FEE : \$1440.00

**TAXATION WITH BOOK-KEEPING & ACCOUNTING**

Carapichaima Centre: Sat: 8:30am – 11:30am  
Point Fortin: Mon & Wed: 5:00pm - 8:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$1080.00

**TAXATION**

Belmont: Sat 8-12pm  
CONTACT HOURS : 36  
TUITION FEE : \$960.00

**BOOKKEEPING & ACCOUNTING**

Belmont: Sat 12:30-4:30pm  
CONTACT HOURS : 36  
TUITION FEE : \$960.00

**INTRODUCTION TO OFFICE PROCEDURES**

Princes Town: Sat. 9.00am - 12.00noon.  
CONTACT HOURS : 36  
TUITION FEE : \$960.00

**FUNDAMENTALS OF FACILITIES MANAGEMENT**

Carapichaima: Sat: 9:00am - 12:00pm  
Point Fortin Centre: Mon. 5:00pm - 8:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$1500.00

**OFFICE MANAGEMENT**

Belmont: Mon. & Wed. 5:15-8:15pm  
Princes Town: 9.00am - 12.00 pm  
El Dorado: Wed 5:00pm - 8:00pm  
CONTACT HOURS: 36  
TUITION FEE : \$960.00

**INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY**

Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Princes Town: Sat. 9.00a.m.-12.00p.m.  
Point Fortin: Mon: 5:00pm-8:00pm  
St. Augustine: Tues. & Thurs. : 5:00 pm - 8:00 pm  
Tobago: TBA  
El Dorado: Thurs 5:00pm - 8:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$1200.00



**INTRODUCTION TO PUBLIC RELATIONS**

Belmont: Mon. & Wed. 5:30-8:30pm

CONTACT HOURS : 36

TUITION FEE : \$960.00

**INTRODUCTION TO AUDITING**

Carapichaima Centre: Sat: 3:30 pm – 6:30 pm

Mayaro Centre: Tues: 5:00pm-8:00pm

Tobago:TBA

CONTACT HOURS : 60

TUITION FEE : \$1080.00

**INTRODUCTION TO INDUSTRIAL RELATIONS**

El Dorado: Thurs 5:00pm - 8:00pm

CONTACT HOURS: 36

TUITION FEE: \$960.00

**LEGAL ASPECTS OF EDUCATION**

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS: 36

TUITION FEE: \$1020.00

**INTRODUCTION TO LAW**

St. Augustine: Sat. 9:00 am - 12:00 pm

Princes Town: Sat: 1:00am-4:00pm

CONTACT HOURS: 36

TUITION FEE: \$1020.00

**CONTINUING EDUCATION PROGRAMME  
ENRICHMENT**

**BALLOON DECORATION /FLORAL ARRANGEMENT**

Carapichaima Centre: Sat: 9:00 am – 12:00 pm

Point Fortin: Tues: 5:00pm-8:00pm

Princes Town: Sat: 9:00am-12:00pm

CONTACT HOURS : 36

TUITION FEE : \$840.00

**ADVANCE BALLOON DECORATION/FLORAL ARRANGEMENT**

St. Augustine: Mon. & Wed. 5:00 pm - 8:00 pm

CONTACT HOURS: 36

TUITION FEES :\$960.00

**EFFECTIVE BUSINESS WRITING SKILLS**

St. Augustine: Tues. & Thur. 5:00pm-8:00pm

CONTACT HOURS : 36

TUITION FEE : \$1200.00

**EFFECTIVE PUBLIC SPEAKING & PRESENTATION SKILLS**

Belmont: Tues & Thurs 5:15 - 8:15 pm

St. Augustine: Wed. & Fri. 5:00 pm - 8:00 pm

El Dorado: Tues 5:00pm - 8:00pm

CONTACT HOURS : 36

TUITION FEE : \$1200.00

# PROFESSIONAL DEVELOPMENT PROGRAMME TRAINING

## HUMAN RESOURCE MANAGEMENT - I

Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Point Fortin: Mon: 5:00pm-8:00pm  
Princes Town: Sat: 9:00am-12:00pm  
San Fernando: Wed: 5:30pm-8:30pm  
El Dorado: Sat 9:00am - 12:00pm  
St Augustine: Tue. 5:00 pm - 8:00 pm  
CONTACT HOURS : 36  
TUITION FEE : \$960.00

## HUMAN RESOURCE MANAGEMENT - II

Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Point Fortin: Wed: 5:00pm-8:00pm  
Princes Town: Sat 1:00pm-4:00pm  
San Fernando: Sat:9:00am-12:00pm  
El Dorado: Sat 1:00pm - 4:00pm  
St Augustine: Thur. 5:00 pm - 8:00 pm  
CONTACT HOURS : 36  
TUITION FEE : \$1020.00

## OPERATIONS MANAGEMENT

San Fernando: Wed: 5:30pm-8:30pm  
CONTACT HOURS : 60  
TUITION FEE : \$1800.00

## INTRODUCTION TO SALES AND MARKETING MANAGEMENT

St. Augustine: Sat: 1:00 pm - 4:00 pm  
CONTACT HOURS : 36  
TUITION FEE : \$1020.00

## STORES MANAGEMENT

Princes Town: Sat: 9:00-12:00pm  
CONTACT HOURS : 60  
TUITION FEE : \$1080.00

## SUPERVISORY MANAGEMENT - I

Belmont Centre: Mon. & Wed: 5:15pm-8:15pm  
Carapichaima Centre: Sat: 9:00 am – 12:00 pm  
Point Fortin: Tues: 5:00pm-8:00pm  
Princes Town: Sat: 9:00am-12:00pm  
San Fernando: Wed: 5:30pm-8:30pm  
St. Augustine: Sat: 9:00 am - 12:00 pm  
CONTACT HOURS : 36  
TUITION FEE : \$960.00

## SUPERVISORY MANAGEMENT - II

Carapichaima Centre: Sat: 12:30 pm- 3:30 pm  
Princes Town: Sat: 1:00pm-4:00pm  
San Fernando: Wed: 5:30pm-8:30pm  
Point Fortin Centre: Thur: 5:00pm - 8:00pm  
CONTACT HOURS : 36  
TUITION FEE : \$1200.00

# INFORMATION TECHNOLOGY

## COMPUTER LITERACY

Carapichaima: Sat: 9:00am - 12:00pm  
Belmont: Tues. & Thurs. 5:30-8:30pm  
Princes Town: Sat: 9:00am-12:00pm  
Point Fortin Centre: Mon & Wed. 5:00pm - 8:00pm  
CONTACT HOURS : 24  
TUITION FEE : \$900.00

**BASIC COMPUTER REPAIRS & MAINTENANCE**

Carapichaima: Sat: 1:00pm - 4:00pm

Princes Town: Sat: 9:00am-12:00pm

Belmont: TBC

CONTACT HOURS : 33

TUITION FEE : \$1980.00

**MICROSOFT OFFICE APPLICATIONS**

Princes Town: Sat: 12:00pm-3:00pm

Point Fortin Centre: Tue & Thur. 5:00pm - 8:00pm

CONTACT HOURS : 30

TUITION FEE : \$1400.00

**PROJECT MANAGEMENT**

Princes Town: Sat: 1:00pm-4:00pm

Point Fortin Centre: Fri. 5:00pm - 8:00pm

CONTACT HOURS : 33

TUITION FEE : \$1950.00

**SPECIAL SKILLS PROGRAMME**

**JEWELRY MAKING**

Belmont: Sat 12:30-4:30pm

CONTACT HOURS: 24

TUITION FEES: \$540.00

**WEDDING PLANNING & DECOR LEVEL I**

Princes Town: Sat: 9:00am-12:00pm

Belmont: Mon & Wed. 5:15pm-8:15pm

Contact Hours: 36

Tuition Fee: \$840.00

**BALLROOM & LATIN DANCE I**

St. Augustine: Sat. 1:00 pm - 4:00 pm

Contact Hours: 36

Tuition Fee: \$840.00

**SPANISH FOR TRAVEL & BUSINESS PURPOSES**

San Fernando: Sat: 9:00am-12:00pm

Contact Hours: 36

Tuition Fee: \$960.00

**CONVERSATIONAL SPANISH**

St. AUGUSTINE : Tue. & Thur. 5:00 pm - 8:00 pm

Contact Hours:36

Tuition Fees: \$960.00

**FIRST AID**

Belmont: Tues. 5-8pm

Point Fortin: Fri: 5:00pm-8:00pm

Contact Hours : 24

Tuition Fee : \$540.00

**BASIC PHOTOGRAPHY**

Belmont: Sat 8am-12pm

Contact Hours : 24

Tuition Fee : \$540.00

**BASIC COOKING (HEALTHY EATING)**

Belmont: Fridays 4:30-8:30pm

Contact Hours : 24

Tuition Fee : \$540.00

**COMPUTER SKILLS FOR KIDS**

Belmont: Sat. 9am-12pm

Contact Hours : 24

Tuition Fee : \$540.00

**FOOT REFLEXOLOGY**

Belmont: Tues. 4:30-8:30pm

Contact Hours : 24

Tuition Fee : \$540.00

**BASIC CAKE DECOR**

Belmont: Sat. 9am-1pm

Contact Hours : 24

Tuition Fee : \$540.00

**INTERIOR DECOR MADE SIMPLE**

Belmont: Sat. 9am-1pm

Contact Hours : 24

Tuition Fee : \$540.00

**PAYMENT INFORMATION**

**CASH IS NOT ACCEPTED AT ANY OF OUR LOCATIONS**

PAYMENTS ARE MADE EITHER BY BANK PAY-IN SLIPS OBTAINABLE FROM EACH OFFICE OR VIA LINX/CREDIT CARD AT SOME CENTRES.

Please make all registration enquiries at the following locations:

**Gordon Street Site**

St. Augustine (Beside the Hugh Wooding Law School)

St. Augustine

Tel: 645-3127, 645-8614/8645, 663-4885,

227-OPEN (6736) Exts: 30516/30513/30500

Email: [gordon.street@open.uwi.edu](mailto:gordon.street@open.uwi.edu)

Office Hours: Mon-Fri 8:30am-4:30pm

**Carapichaima Centre**

Carapichaima East Secondary School

McLeod Street, Freeport

Tel: 673-0975, 673-6173,

227-OPEN (6736) Exts: 30200/30201

Email: [carapichaima@open.uwi.edu](mailto:carapichaima@open.uwi.edu)

Office Hours: Mon-Fri 8:00am-6:00pm; Sat 8:00am-1:00pm

**El Dorado Centre**

El Dorado East Secondary

Karamath Street, El Dorado

Tel: 662-7403, 227-OPEN (6736) Ext: 30300

Email: [el.dorado@open.uwi.edu](mailto:el.dorado@open.uwi.edu)

**Point Fortin Centre**

21 School Road, Point Fortin

Tel: 648-6523, 298-9568, 298-9569

227-OPEN (6736) Ext: 31000

Email: [point.fortin@open.uwi.edu](mailto:point.fortin@open.uwi.edu)

**Port of Spain/Belmont & Environs**

#22 Jerningham Ave. Port of Spain

Tel: 623-4669, 298-9389,

227-OPEN (6736) Exts: 31100/31101

Email: [belmont@open.uwi.edu](mailto:belmont@open.uwi.edu)

**Princes Town Centre**

Princes Town Secondary School

E.mail: ritchie.hosein@dec.uwi.edu

Tel: 3051798

Office Hours: Office Hours: Mon-Fri 2:30am-4:30pm Sat 9:00am-2:45pm

**San Fernando Site**

7-9 Padmore Street, San Fernando

Tel: 653-5996, 657-0942, 297-6683, 297-6666,

227-OPEN (6736) Exts: 31508/31516/31517

Email: south@open.uwi.edu

Office Hours: Mon-Fri 8:30am-4:30pm; Sat 9:00am-12noon