



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



# Continuing & Professional Education Programmes

## CYCLE II

• START DATE: February 18, 2017

### TECHNICAL VOCATIONAL PROGRAMME

#### AUTOMOTIVE COURSES

AUTO MECHANICS  
Carapichaima Centre  
Princes Town

ELECTRONIC FUEL INJECTION  
Carapichaima Centre  
Marabella

ELECTRONIC FUEL INJECTION II  
Marabella

#### MEDIA & PHOTOGRAPHY COURSES

PHOTOGRAPHY - I  
Belmont Centre  
Carapichaima Centre  
San Fernando  
Point Fortin  
Tobago

PHOTOGRAPHY - II  
Belmont Centre  
Carapichaima Centre  
San Fernando  
Tobago

PHOTO JOURNALISM  
Point Fortin

#### BUILDING CONSTRUCTION COURSES

ARCHITECTURAL DRAWING  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Point Fortin  
Princes Town

WELDING & FABRICATION - I  
Belmont Centre  
Carapichaima Centre  
Marabella  
Princes Town

WELDING & FABRICATION - II  
Carapichaima Centre  
El Dorado Centre

BUILDING CONSTRUCTION  
Carapichaima Centre  
Marabella Centre

FOUNDATION ESTIMATING & CONSTRUCTION  
Carapichaima Centre  
Point Fortin  
Princes Town

PLUMBING I  
Carapichaima Centre  
El Dorado Centre

Marabella  
Princes Town

PLUMBING II  
Marabella  
Princes Town

STRUCTURAL STEEL DETAILING YR. I  
Carapichaima Centre  
Point Fortin

PRACTICAL ENGINEERING SURVEYING  
Carapichaima Centre  
Princes Town

TILE LAYING  
Princes Town  
Marabella Centre

MAINTENANCE OF CIVIL ENGINEERING STRUCTURES  
El Dorado Centre  
Princes Town

MEASUREMENTS OF BUILDING & CIVIL ENGINEERING STRUCTURES  
El Dorado Centre

BLUE PRINT READING YR. I  
Carapichaima Centre  
El Dorado Centre  
Point Fortin  
Princes Town  
Mayaro  
Marabella Centre

#### FURNITURE AND WOODWORK COURSES

CARPENTRY I (JOINERY & CABINETMAKING)  
Carapichaima Centre  
El Dorado

JOINERY II  
El Dorado

COSMETOLOGY & COMPLEMENTARY THERAPIES  
COSMETOLOGY (BEAUTY THERAPY)  
Carapichaima Centre  
Princes Town

BASIC MAKE-UP  
Mayaro Centre (Classes held at Rio Claro)  
Belmont Centre  
San Fernando

BEAUTY CULTURE  
Point Fortin  
Marabella Centre

MAKEUP ARTISTRY  
Belmont  
El Dorado Centre

HAIRDRESSING I  
El Dorado

Port Fortin  
Mayaro (Classes held in Rio Claro)

HAIR DRESSING II  
El Dorado Centre

NAIL TECHNOLOGY  
Belmont Centre  
Marabella  
Mayaro Centre  
Point Fortin

Princes Town  
San Fernando  
Tobago

NAIL TECHNOLOGY II  
El Dorado Centre

INTRODUCTION TO MASSAGE THERAPY  
Belmont Centre  
Mayaro  
Carapichaima Centre

ADVANCED MASSAGE THERAPY  
Belmont Centre

THERAPEUTIC MASSAGE  
Belmont Centre

#### CULINARY ARTS COURSES

BREADS, CAKES & PASTRIES  
Belmont Centre  
Carapichaima Centre  
El Dorado

SMALL SCALE CATERING  
El Dorado Centre

CAKE DECORATION YR. I  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Marabella  
Point Fortin  
Princes Town

CAKE DECORATION YR. II  
Belmont Centre  
Carapichaima Centre  
Point Fortin Centre  
Marabella Centre

AIR CONDITIONING & REFRIGERATION YR. I  
Carapichaima Centre  
El Dorado Centre  
Marabella  
Princes Town

GENERAL COOKING  
Belmont Centre  
El Dorado  
Marabella  
Mayaro

CHINESE COOKING  
Carapichaima Centre  
Princes Town  
Point Fortin Centre

EAST INDIAN CUISINE  
El Dorado Centre

INTERNATIONAL CUISINE  
El Dorado Centre

CHRISTMAS COOKING  
Point Fortin Centre

#### DESIGN & CRAFT COURSES

LINEN & DRAPERY - I  
El Dorado Centre  
Belmont Centre  
Carapichaima Centre  
Marabella  
Princes Town  
Tobago

LINEN & DRAPERY II  
El Dorado Centre  
Marabella  
Tobago

INTERIOR DECORATION - I  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Point Fortin

GARMENT CONSTRUCTION I  
El Dorado Centre  
Belmont Centre  
Marabella  
Princes Town  
Tobago  
Point Fortin Centre  
Mayaro

GARMENT CONSTRUCTION II  
Princes Town  
Tobago

HOME FURNISHINGS  
El Dorado  
Princes Town  
Marabella

ELECTRICAL & ELECTRONICS COURSES

AIR CONDITIONING & REFRIGERATION YR. I  
Carapichaima Centre  
El Dorado Centre  
Marabella  
Princes Town

AIR CONDITIONING & REFRIGERATION YR. II  
Carapichaima Centre  
El Dorado Centre

ELECTRICAL INSTALLATION (AUTO)  
Carapichaima Centre

ELECTRICAL INSTALLATION (DOMESTIC)  
Belmont  
Carapichaima Centre  
El Dorado  
Marabella  
Princes Town  
Point

ELECTRICAL INSTALLATION (INDUSTRIAL) PART I  
Carapichaima Centre  
Marabella  
Princes Town  
Point Fortin Centre

ELECTRICAL INSTALLATION (INDUSTRIAL) PART II  
Marabella  
Princes Town

REWIRING OF MOTORS PART I  
Carapichaima Centre

ELECTRONICS - I  
Carapichaima Centre

ADVANCED ELECTRONICS  
Carapichaima Centre

#### HOSPITALITY & TOURISM

BARTENDING  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Point Fortin

FOOD SERVICE MANAGEMENT  
Belmont Centre  
Point Fortin

#### INDUSTRIAL TECHNOLOGY

REFINERY PIPING DRAWING YR. I  
Carapichaima Centre  
Point Fortin Centre

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

REFINERY PIPING DRAWING YR. II  
Point Fortin

INSTRUMENTATION  
Marabella  
Point Fortin  
Mayaro

#### CONTINUING EDUCATION PROGRAMME TRAINING

COUNSELLING ADOLESCENTS  
El Dorado

INTRODUCTION TO COUNSELLING  
Belmont Centre  
Point Fortin Centre  
Carapichaima Centre  
Princes Town  
San Fernando  
Tobago

INTRODUCTION TO CHILD PSYCHOLOGY  
Carapichaima Centre  
San Fernando  
Point Fortin Centre  
Tobago

INTRODUCTION TO PSYCHOLOGY  
El Dorado Centre  
Belmont Centre  
Carapichaima Centre  
Point Fortin  
Princes Town  
San Fernando  
Tobago

ADVANCED COUNSELLING  
Belmont Centre  
Mayaro Centre  
Point Fortin  
Princes Town  
San Fernando  
Tobago

CARE FOR THE ELDERLY  
Belmont Centre  
El Dorado Centre

COUNSELLING VICTIMS OF ABUSE  
San Fernando

CUSTOMER SERVICE  
El Dorado  
San Fernando  
Point Fortin  
Tobago

EVENTS MANAGEMENT - I  
Belmont Centre  
Carapichaima Centre  
El Dorado  
Point Fortin  
San Fernando  
Tobago

EVENTS MANAGEMENT - II  
Belmont Centre  
Carapichaima Centre  
El Dorado  
Point Fortin  
San Fernando  
Tobago

EVENTS MANAGEMENT - II  
Belmont Centre  
Point Fortin  
San Fernando  
Tobago

HOW TO START A SMALL BUSINESS  
Princes Town  
San Fernando  
Tobago

INTRODUCTION TO BUSINESS MANAGEMENT  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Mayaro Centre  
San Fernando  
Tobago

SIGN LANGUAGE I  
(Manual Communication I)  
El Dorado Centre  
Marabella

TAXATION WITH BOOK-KEEPING & ACCOUNTING  
El Dorado Centre  
Belmont Centre  
Carapichaima Centre  
Marabella  
Point Fortin  
San Fernando  
Tobago

OFFICE MANAGEMENT  
Belmont Office  
El Dorado Centre  
Point Fortin  
San Fernando

JOURNALISM  
Belmont Centre

INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY  
Belmont Centre  
Carapichaima Centre  
El Dorado Centre  
Belmont Office  
Carapichaima Centre  
Marabella Centre

INTRODUCTION TO SALES AND MARKETING MANAGEMENT  
Belmont Centre  
El Dorado Centre

INTRODUCTION TO AUDITING  
Mayaro Centre

INTRODUCTION OF WATER QUALITY MANAGEMENT  
San Fernando

INTRODUCTION TO INDUSTRIAL RELATIONS  
El Dorado  
Point Fortin

LEGAL ASPECTS OF EDUCATION  
Princes Town

#### CONTINUING EDUCATION PROGRAMME ENRICHMENT

BALLOON DECORATION /FLORAL ARRANGEMENT  
Belmont Centre  
Carapichaima Centre  
Marabella  
Princes Town  
Point Fortin  
San Fernando  
Tobago

WEDDING PLANNING & DECORATION  
Belmont Secondary School  
El Dorado Centre  
Point Fortin

EFFECTIVE BUSINESS WRITING SKILLS  
El Dorado Centre  
San Fernando  
Tobago

EFFECTIVE PUBLIC SPEAKING & PRESENTATION SKILLS  
Belmont Centre  
El Dorado Centre  
San Fernando

HOMEMADE BATH & BODY PRODUCTS  
El Dorado Centre

#### PROFESSIONAL DEVELOPMENT PROGRAMME TRAINING

HUMAN RESOURCE MANAGEMENT - I  
Belmont Office  
Carapichaima Centre  
El Dorado Centre  
Mayaro/Point Fortin  
San Fernando  
Tobago

HUMAN RESOURCE MANAGEMENT - II  
Carapichaima Centre  
El Dorado Centre  
Point Fortin  
San Fernando  
Mayaro  
Tobago

OPERATIONS MANAGEMENT  
Carapichaima Centre  
San Fernando

STORES MANAGEMENT  
El Dorado Centre  
Carapichaima Centre  
Point Fortin  
Princes Town  
San Fernando

SUPERVISORY MANAGEMENT - I  
El Dorado Centre  
Belmont Centre  
Carapichaima Centre  
Point Fortin  
Princes Town  
San Fernando  
Tobago

SUPERVISORY MANAGEMENT - II  
Belmont Centre  
Carapichaima Centre  
Mayaro Centre  
Point Fortin  
San Fernando  
Tobago

FINANCIAL MANAGEMENT  
Carapichaima Centre  
San Fernando Centre

INTRODUCTION TO FINANCIAL ACCOUNTING  
El Dorado Centre

INFORMATION TECHNOLOGY

COMPUTER LITERACY  
Carapichaima Centre  
San Fernando Centre  
Mayaro Centre  
Princes Town  
Point Fortin Centre

MICROSOFT OFFICE APPLICATIONS  
Mayaro Centre  
San Fernando Centre  
Princes Town  
Tobago  
Point Fortin Centre

INTRODUCTION TO PROJECT MANAGEMENT  
Carapichaima Centre

PROJECT MANAGEMENT  
San Fernando Centre  
Princes Town  
Point Fortin

BASIC COMPUTER REPAIRS AND MAINTENANCE  
San Fernando  
Point Fortin Centre

DATABASE DEVELOPMENT SKILLS  
Point Fortin

#### SPECIAL SKILLS PROGRAMME

BRIDAL MEHNDI  
Carapichaima Centre

JEWELLERY MAKING  
San Fernando  
Belmont Centre

SPANISH FOR TRAVEL & BUSINESS PURPOSES  
El Dorado Centre  
San Fernando  
Tobago

CONVERSATIONAL SPANISH  
El Dorado Centre  
Belmont Centre

FIRST AID  
Point Fortin  
Mayaro

FINANCIAL MANAGEMENT  
Carapichaima Centre  
San Fernando Centre

INTRODUCTION TO FINANCIAL ACCOUNTING  
El Dorado Centre

COMPUTER LITERACY  
Carapichaima Centre  
San Fernando Centre  
Mayaro Centre  
Princes Town  
Point Fortin Centre

MICROSOFT OFFICE APPLICATIONS  
Mayaro Centre  
San Fernando Centre  
Princes Town  
Tobago  
Point Fortin Centre

INTRODUCTION TO PROJECT MANAGEMENT  
Carapichaima Centre

PROJECT MANAGEMENT  
San Fernando Centre  
Princes Town  
Point Fortin

BASIC COMPUTER REPAIRS AND MAINTENANCE  
San Fernando  
Point Fortin Centre

SPANISH FOR TRAVEL & BUSINESS PURPOSES  
El Dorado Centre  
San Fernando  
Tobago

CONVERSATIONAL SPANISH  
El Dorado Centre  
Belmont Centre

FIRST AID  
Point Fortin  
Mayaro

### PAYMENT INFORMATION

Cash is not accepted at any of our locations

Payments are made either by bank pay-in slips obtainable from our offices or via linx/credit card at each centre

Visit our website for additional information on course structures, locations, etc.

Gordon Street Site  
St. Augustine (Beside the Hugh Wooding Law School)  
St. Augustine  
Tel: 645-3127, 645-9614/8645, 663-4885  
Email: gordon\_street@open.uwi.edu  
Office Hours: Mon-Fri 8:30am-4:30pm

Port of Spain (Belmont & Environs)  
#22 Jerningham Ave. Port of Spain  
Tel: 298-9398, 298-9390  
Email: belmont@open.uwi.edu; pos@open.uwi.edu

Carapichaima Centre  
Carapichaima East Secondary School  
Midland Street, Freeport  
Tel: 673-0975, 673-6173, 298-9615, 298-9620  
Email: carapichaima@open.uwi.edu  
Office Hours: Mon-Fri 8:00am-6:00pm; Sat 8:00am-1:00pm

El Dorado Centre  
El Dorado East Secondary School  
Tel: 662-7403, 298-9573  
Email: el\_dorado@open.uwi.edu  
Mon-Fri 8:00am-6:00pm; Sat 8:00am-4:00pm

Marabella Centre  
Marabella North Secondary School  
Guaracira Tabaque Road, Marabella  
Tel: 653-0427, 701-4999  
Email: ronald.seepersad@open.uwi.edu

Mayaro Site  
Mayaro Resource Centre (BPTT)  
Beaumont Road, Mayaro  
630-7593/7450, 298-8859/8661  
Email: mayaro@open.uwi.edu  
Office Hours: Mon-Fri 9:00am-6:00pm; Sat 9:00am-12:00pm

Point Fortin Centre  
21 School Road, Point Fortin  
Tel: 648-6523, 298-9558, 298-9569  
Email: point\_fortin@open.uwi.edu

Princes Town Centre  
Princes Town Secondary School  
Tel: 705-5114  
Email: princes\_town@open.uwi.edu  
Office Hours: Mon-Fri 1:00pm-2:30pm; Sat 9:00am-11:45am

San Fernando Site  
718 Padmore Street, San Fernando  
Tel: 653-5996, 657-0942, 297-5683, 297-5666  
Email: south@open.uwi.edu  
Office Hours: Mon-Fri 8:30am-4:30pm; Sat 9:00am-12:00pm

Tobago Site  
Signal Hill  
Tel: 660-7837, 639-2424, 298-9434, 298-9418  
Email: tobago@open.uwi.edu

For further information, please visit:

<http://www.open.uwi.edu/sites/default/files/docs/ShortCourseAdCycleII2017.docx.pdf>

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

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