Continuing Professional Education Programmes

Semester I

“Short Courses”

START DATE : September 16, 2017

TECHNICAL VOCATIONAL PROGRAMME

AUTOMOTIVE COURSES

**AUTO MECHANICS**
Carapichaima Centre: Sat: 10:00am-1:00pm
El Dorado Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS: 60
TUITION FEE : $840.00

**AUTO MECHANICS II**
El Dorado Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS: 60
TUITION FEE : $1080.00

**ELECTRONIC FUEL INJECTION**
Carapichaima Centre: Sat: 8:30am-12:30pm
Marabella Centre: Sat: 1:00pm-5:00pm
CONTACT HOURS : 60
TUITION FEE : $1120.00

MEDIA & PHOTOGRAPHY COURSES

**PHOTOGRAPHY - I**
Belmont Centre: Tues. 4:30pm-8:30pm & Sat; 8:00a.m-12:00noon
El Dorado Centre: Sat: 9:00am-12:00pm
Carapichaima Centre: Sat: 9:00am-1:00pm
Point Fortin Centre Mon & Wed 5:00 - 8:00pm
San Fernando Site: Mon: 5:30pm - 8:30pm
Sangre Grande Site: Mon: 5.00pm - 8.00pm & Saturday 9.00am - 12.00noon
St. Augustine Site: Mon & Wed: 5:00pm-8:00pm
Tobago:TBA
CONTACT HOURS : 60
TUITION FEE : $840.00
DSLR Camera is required

PHOTOGRAPHY - II
Belmont Centre: Tues 4:30pm - 8:30pm
Carapichaima Centre: Sat: 1:00pm - 4:00pm
El Dorado Centre: Sat: 9:00am - 12:00pm
Mayaro Site: Thurs: 5:00pm - 8:00pm
San Fernando Site: Wed: 5:30pm-8:30pm
Sangre Grande Site: Thurs: 5.00pm - 8.00pm
St. Augustine Site: Thu: 5:00pm - 8:00pm & Sat 1:00pm - 4:00pm
Tobago Site: TBA
CONTACT HOURS : 60
TUITION FEE : $1020.00
DSLR Camera is required

EFFECTIVE COMMUNICATION (MEDIA)
Belmont Centre: Mondays 5:30pm-8:30pm
CONTACT HOURS : 36
TUITION FEE : $1200.00

PHOTO JOURNALISM
Tobago Site: TBA
CONTACT HOURS : 60
TUITION FEE : $1440.00

BUILDING CONSTRUCTION COURSES

ARCHITECTURAL DRAWING
Belmont Centre: Sat: 9:00am - 1:00pm
Carapichaima Centre: Sat: 8:30am - 12:30pm
Princes Town Centre: Sat: 9:00am - 12:00
CONTACT HOURS : 60
TUITION FEE : $1020.00

WELDING & FABRICATION – I
Belmont Centre: Sat: 9:00am-1:00pm
Carapichaima Centre: Sat: 9:00 am – 12:30 pm
El Dorado Centre: Wed: 5:00pm-8:00pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00-12:00pm
CONTACT HOURS : 60
TUITION FEE : $940.00

WELDING & FABRICATION - II
Carapichaima Centre: Sat: 12:30pm - 4:00pm
El Dorado Centre: Sat. 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $1180.00

BUILDING CONSTRUCTION
Belmont Centre: Sat: 8:00am - 12:00pm
Carapichaima Centre: Sat: 8:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $1200.00

ESTIMATING & COST PLANNING
Belmont Centre: Sat. 12:30 pm-4:30.pm
CONTACT HOURS: 60
TUITION FEE: $1200.00

FOUNDATION ESTIMATING & CONSTRUCTION
Carapichaima Centre: Sat: 12:30pm-4:30pm
Princes Town: Wed: 4:30pm-8:30pm
Point Fortin Centre: Mon & Wed 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : $1200.00

PLUMBING
Carapichaima Centre: Sat: 9:00am-1:00pm or 1:00pm-5:00pm
El Dorado Centre: Sat. 9:00am-12:00pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $940.00

PLUMBING II
El Dorado Centre: Wed: 5:00pm-8:00pm
Princes Town Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS : 60
TUITION FEE : $1020.00

PROCESS PIPING DRAWING
Point Fortin Centre: Mon & Wed: 5:00pm-8:00pm
CONTACT HOURS : 60
TUITION FEE : $1200.00
STRUCTURAL STEEL DETAILING YR. I
Carapichaima Centre: Mon & Wed: 5:00pm-8:00pm
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: 8:30am-12:30pm
Princes Town Centre: Mon: 4:30pm-8:30pm
CONTACT HOURS : 60
TUITION FEE : $1400.00

MASONRY- I
El Dorado Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

TILE LAYING
El Dorado Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $940.00

TILE LAYING II
El Dorado Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS : 60
TUITION FEE : $940.00

MAINTENANCE OF CIVIL ENGINEERING STRUCTURES
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $1200.00

MEASUREMENTS OF BUILDING & CIVIL ENGINEERING STRUCTURES
CONTACT HOURS : 60
TUITION FEE : $1,200.00

BLUE PRINT READING YR. I
Mayaro Site: Mon & Wed: 5:00pm - 8:00pm
Point Fortin Centre: Time: Mon & Wed: 5:00pm -8:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $1200.00

FURNITURE AND WOODWORK COURSES

CARPENTRY I (JOINERY & CABINET MAKING)
Carapichaima Centre: Sat: 9:00 am – 1:00 pm
El Dorado Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

JOINERY II
El Dorado Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

COSMETOLOGY & COMPLEMENTARY THERAPIES

COSMETOLOGY (BEAUTY THERAPY)
Carapichaima Centre: Sat: 10:00 am – 1:00 pm
Princes Town Centre: Sat: 9:00am-12:00pm
Tobago:TBA
CONTACT HOURS: 60
TUITION FEE : $840.00

BASIC MAKE-UP
Princes Town Centre: Sat 9.00am-12.00pm
San Fernando Site: Wed: 5:30pm-8:30pm
St. Augustine Site: Fri: 5:00pm-8:00pm
Tobago Site: TBA
Contact Hours: 36
Tuition Fee : $840.00

MAKE UP ARTISTRY
Belmont Centre: Wed 5-8pm
El Dorado Centre: Fri: 5:00pm-8:00pm
St. Augustine Site: Sat 9.00a.m.-12.00 p.m.
CONTACT HOURS: 36
TUITION FEE : $840.00

BEAUTY CULTURE
Point Fortin Centre: Thurs: 5:00pm-8:00pm
Contact Hours: 36
Tuition Fee :$840.00

HAIRDRESSING I
El Dorado Centre: Sat: 1:00pm-4:00pm
St. Augustine Site: Mon: 5:00pm-8:00pm
CONTACT HOURS : 36
TUITION FEE: $840.00

HAIRDRESSING (Basic Hair Braiding & Weaving)
El Dorado Centre: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

HAIR DRESSING II
St. Augustine Site: Fri 5:00pm-8:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

INTRODUCTION TO BARBERING
Belmont Centre: Mondays 5:00-8:00pm
San Fernando Site: Fri: 5:30pm-8:30pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

INTRODUCTION TO BRAIDING
San Fernando Site: Tue: 5:00 p.m. - 8:00 p.m.
Point Fortin Centre Thursday 5:00pm - 8:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

NAIL TECHNOLOGY
Belmont Centre: Tue: 5:15pm-8:15pm
Princes Town Centre: Sat: 1:00am-4:00pm
San Fernando Site: Tue: 5:30pm-8:30pm
St. Augustine Site: Sat: 11:00am-2:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

NAIL TECHNOLOGY II
St. Augustine Site: Sat: 8:00am-11:00am
CONTACT HOURS: 36
TUITION FEE: $840.00

INTRODUCTION TO MASSAGE THERAPY
Belmont Centre: Thurs. : 5:00pm-8:00pm
Mayaro Centre: TBA
St. Augustine Site: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $1020.00
**ADVANCE MASSAGE THERAPY**
Belmont Centre: Wed: 5:00-8:00pm
St. Augustine Site: Sat: 1:00pm-4:00pm
CONTACT HOURS: 45
TUITION FEE : $1200.00

**THERAPEUTIC MASSAGE**
Belmont Centre: Fri: 5-8pm
CONTACT HOURS: 36
TUITION FEE : $1020.00

**CULINARY ARTS COURSES**

**BREADS, CAKES & PASTRIES**
Belmont Centre: Sat: 9:00am-1:00pm
El Dorado Centre: Tue: 5:00pm-8:00pm
Carapichaima Centre: Sat: 8:30 am – 11:30 am
Point Fortin Centre Wednesday 5:00pm - 8:00pm
Marabella: Centre Sat: 9:00am-12:00pm
Princes Town Centre: 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

**SMALL SCALE CATERING**
El Dorado Centre: Wed: 5:00pm-8:00pm
CONTACT HOURS : 36
TUITION FEE : $1020.00

**CAKE DECORATION YR. I**
Carapichaima Centre: Sat: 10:00 am -1:00 pm
El Dorado Centre: Fri: 5:00pm - 8:00pm
Marabella Centre: Sat: 1:00pm-4:00pm
Mayaro Site: TBA
Point Fortin Centre: Mon & Wed: 5:00pm-8:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

**CAKE DECORATION YR. II**
Belmont Centre: Sat: 12:30 -4:30 pm
Carapichaima Centre: Sat: 1:00 pm – 4:00 pm
CONTACT HOURS : 60
TUITION FEE : $1080.00

GENERAL COOKING
Belmont Centre: Mon & Tue: 5:00pm-8:00pm
El Dorado Centre: Sat: 9:00am-12:00pm
Marabella Centre: Sat: 9:00am-12:00pm
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 Centre: Sat: 9:00am-12:00pm
Point Fortin Centre Friday 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : $840.00

EAST INDIAN CUISINE
El Dorado Centre: Thur: 5:00pm-8:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

CHRISTMAS CUISINE
Point Fortin Centre: Mon: 5:00pm - 8:00pm
El Dorado Centre: Mon: 5:00pm-8:00pm
Contact Hours :36
Tuition Fee : $840.00

FOOD PREPARATION
Point Fortin Centre: Mon & Wed: 5:00pm -8:00pm
Princes Town Centre: Sat: 1:00am-4:00pm
CONTACT HOURS : 36
TIME : $840.00

DESIGN & CRAFT COURSES

LINEN & DRAPERY I
Belmont Centre: Tues 5-8pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
El Dorado Centre: Sat: 9:00am-12:00pm
Mayaro Site: TBA
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 36
TUITION FEE : $840.00
LINEN & DRAPERY II
El Dorado Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS : 36
TUITION FEE : $1080.00

INTERIOR DECORATION
Belmont Centre: Sat 9:00am-12:00pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
El Dorado Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 45
TUITION FEE : $1080.00

GARMENT CONSTRUCTION I
El Dorado Centre: Tue & Thur: 5:00pm-8:00pm
Belmont Centre: Mon & Tues: 5:00pm-8:00pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
Tobago Site: TBA
CONTACT HOURS : 60
TUITION FEE : $840.00

GARMENT CONSTRUCTION II
Princes Town Centre: Sat: 9:00am-12:00pm
Tobago Site: TBA
CONTACT HOURS : 60
TUITION FEE : $1020.00

TAILORING
El Dorado Centre: Wed: 5:00pm-8:00pm
Point Fortin Centre Tue & Thur 5:00pm - 8:00pm
CONTACT HOURS: 60
TUITION FEE: $840.00

HOME FURNISHINGS
El Dorado Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
Marabella Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

UPHOLSTERY (FURNITURE)
El Dorado Centre: Wed: 5:00pm-8:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00
ELECTRICAL & ELECTRONICS COURSES

AIR CONDITIONING & REFRIGERATION YR. I
El Dorado Centre: Thur: 5:00pm-8:00pm
Carapichaima Centre: Sat: 9:00 am – 1:00 pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS : 60
TUITION FEE : $1120.00

AIR CONDITIONING & REFRIGERATION YR. II
Carapichaima Centre: Sat: 1:00 pm – 4:00 pm
El Dorado Centre: Sat: 8:00am-12:00pm
CONTACT HOURS: 60
TUITION FEE: $1660.00

APPLIANCE REPAIRS (SMALL)
El Dorado Centre: Mon & Wed: 5:00pm-8:00pm
CONTACT HOURS : 60
TUITION FEE : $840.00

ELECTRICAL INSTALLATION (AUTO)
Carapichaima Centre: Sat: 9:00 am – 1:00 pm
CONTACT HOURS : 60
TUITION FEE : $940.00

ELECTRICAL INSTALLATION (DOMESTIC)
Belmont Centre: Mon: 5:15-8:15pm
El Dorado Centre: Sat: 9:00am-12:00pm
Carapichaima Centre: Sat: 9:00 am – 1:00 pm/1:00pm - 5:00pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat 9:00am-12:00pm
Point Fortin Centre: Mon & Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : $940.00

ELECTRICAL INSTALLATION (INDUSTRIAL) PART I
El Dorado Centre: Sat: 1:00pm-4:00pm
Carapichaima Centre: Sat: 8:30 am – 12:30 pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: 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)**
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat 1:00am-4:00pm
Point Fortin Centre: Mon & Wed 5:00pm - 8:00pm
CONTACT HOURS: 60
TUITION FEE: $1540.00

**REWIRING OF MOTORS PART I**
Carapichaima Centre: Sat: 1:00 pm – 5:00 pm
CONTACT HOURS: 60
TUITION FEE: $840.00

**ELECTRONICS - I**
Carapichaima Centre: Sat: 8:30 am – 12:30 pm
CONTACT HOURS: 60
TUITION FEE: $840.00

**HOSPITALITY & TOURISM**

**BARTENDING**
Belmont Centre: Wed & Thurs: 5:00pm-8:00pm
El Dorado Centre: Sat. 9:00am-12:00pm
Carapichaima Centre: Sat: 9:00 am – 1:00 pm
Point Fortin Centre: Tues & Thurs: 5:00pm-8:00pm
CONTACT HOURS: 60
TUITION FEE: $1060.00

**FOOD SERVICE MANAGEMENT**
Belmont Centre: Mon: 5:15-8:15pm
CONTACT HOURS: 45
TUITION FEE: $1080.00

**INDUSTRIAL TECHNOLOGY**

**REFINERY PIPING DRAWING YR. I (Petrochemical Industries)**
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

**REFINERY PIPING DRAWING YR. II**
Point Fortin Centre: Tue & Thur 5:00pm - 8:00pm
CONTACT HOURS: 60
TUITION FEE: $1200.00
INSTRUMENTATION
Marabella Centre: Sat: 9:00am-12:00pm
Point Fortin Centre: Mon & Wed: 5:00pm-8:00pm
CONTACT HOURS : 60
TUITION FEE : $1080.00

CONTINUING EDUCATION PROGRAMME TRAINING

COUNSELLING ADOLESCENTS
El Dorado Centre: Thurs: 5:00pm-8:00pm
CONTACT HOURS: 45
TUITION FEE: $960.00

INTRODUCTION TO COUNSELLING
Carapichaima Centre: Mon: 4:00 pm – 7:00 pm
Belmont Centre: Tues: 4:30pm-8:30pm
El Dorado Centre: Mon: 5:00pm-8:00pm
Mayaro Site: TBA
Point Fortin Centre: Tues & Thurs: 5:00pm-8:00pm
Princes Town Centre: Sat 9:00am- 12:00pm
San Fernando Site: 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
El Dorado Centre: Wed: 5:00pm-8:00pm
San Fernando Site: Tue: 5:30pm-8:30pm
CONTACT HOURS : 60
TUITION FEE : $1290.00

INTRODUCTION TO PSYCHOLOGY
Belmont Centre: Wed: 5:15pm-8:15pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
Mayaro Site: TBA
Princes Town: Sat:9:00am-12:00pm
San Fernando Site: Sat: 9:00am-12:00pm
St. Augustine Site: Sat: 9:00 am – 12:00 pm
CONTACT HOURS : 36
TUITION FEE : $1200.00

ADVANCED COUNSELLING
Belmont Centre: Thurs: 4:30-8:30 pm
Mayaro Centre: Mon. 5:00pm - 8:00pm
Princes Town Centre: Sat 1:00am- 4:00pm
San Fernando Site: Sat: 9:00am-12:00pm
CONTACT HOURS: 60
TUITION FEE: $1500.00

CARE FOR THE ELDERLY
Belmont Centre: Thurs.: 5-8pm
El Dorado Centre: Mon: 5:00pm-8:00pm
Point Fortin Centre Thurs: 5:00pm - 8:00pm
Contact Hours : 36
Tuition Fee : $960.00

COUNSELLING VICTIMS OF ABUSE
San Fernando Site: Mon: 5:30pm-8:30pm
CONTACT HOURS : 40
TUITION FEE : $960.00

CUSTOMER SERVICE
El Dorado Centre: Sat: 9:00am-12:00pm
Mayaro Site: Tue. 5:00pm-8:00pm
San Fernando site: Tue: 5:30pm-8:30pm
St. Augustine Site: Sat: 9:00am-12:00pm
Tobago Site: TBA
CONTACT HOURS : 36
TUITION FEE : $1020.00

EVENTS MANAGEMENT – I
Belmont Centre: Thurs: 5:15pm-8:15pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
El Dorado Centre: Wed: 5:00pm-8:00pm
San Fernando Site: Fri: 5:30am-8:30pm
St. Augustine Site: Wednesday: 5:00pm-8:00pm
Tobago Site: TBA
CONTACT HOURS: 36
TUITION FEE : $960.00

EVENTS MANAGEMENT - II
San Fernando Site: Sat: 9:00am-12:00pm
St. Augustine Site: Sat: 1:00pm-4:00pm
Tobago Site: TBA
CONTACT HOURS : 45
TUITION FEE : $1200.00

HOW TO START A SMALL BUSINESS
Belmont Centre: Thurs. 5:00 - 8:00 pm
Princes Town Centre: Sat 9:00am-12:00pm
San Fernando Site: Mon: 5:30pm-8:30pm
St. Augustine Site: Sat 9:00am-12:00pm
Tobago Site: TBA
CONTACT HOURS: 36
TUITION FEE: $1020.00

**INTRODUCTION TO BUSINESS MANAGEMENT**
Belmont Centre: Mon & Thurs.: 5:15-8:15pm
Carapichaima Centre: Sat: 12:15 pm – 3:15 pm
San Fernando Site: Mon: 5:30pm-8:30pm
Tobago Site: TBA
CONTACT HOURS: 60
TUITION FEE: $1440.00

**SIGN LANGUAGE I (Manual Communication I)**
Marabella Centre: Sat: 9:00am-12:00pm
St. Augustine Site: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

**SIGN LANGUAGE II (Manual Communication II)**
St. Augustine Site: Thurs.: 5:00-8:00pm
CONTACT HOURS: 36
TUITION FEE: $1200.00

**TAXATION WITH BOOK-KEEPING & ACCOUNTING**
Belmont Centre: Sat.: 9:00am-1:00pm
Carapichaima Centre: Sat: 8:30am – 12:00pm
Marabella Centre: Sat: 9:00am-12:00pm
Point Fortin Centre: Mon & Wed: 5:00pm-8:00pm
San Fernando Site: Tue: 5:30pm-8:30pm
CONTACT HOURS: 60
TUITION FEE: $1080.00

**TAXATION**
El Dorado Centre: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $960.00

**INTRODUCTION TO OFFICE PROCEDURES**
Princes Town Centre: Sat. 9.00am - 12.00noon.
CONTACT HOURS: 36
TUITION FEE: $960.00

**INTRODUCTION TO ENVIRONMENTAL MANAGEMENT**
San Fernando Site: Mon: 5:30pm-8:30pm
Tobago: TBA
CONTACT HOURS: 36
TUITION FEE : $1200.00

**FUNDAMENTALS OF FACILITIES MANAGEMENT**
Carapichaima Centre: Sat: 9:00am – 12:00pm
San Fernando Site: Tue: 5:30pm-8:30pm
CONTACT HOURS : 36
TUITION FEE : $1500.00

**OFFICE MANAGEMENT**
Belmont Centre: Mon: 5-8pm
El Dorado Centre: Thur: 5:00pm-8:00pm
Princes Town Centre: 9.00am - 12.00 pm
Tobago: TBA
CONTACT HOURS: 36
TUITION FEE : $960.00

**INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY**
Belmont Centre: Sat: 9:00am-12:00pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
El Dorado Centre: Thu: 5:00pm-8:00pm
Mayaro Site: Thurs. 5:00pm-8:00pm (New CPE course at Manzanilla)
Princes Town Centre: Sat.9.00a.m.-12.00p.m.
Point Fortin Centre: Mon: 5:00pm-8:00pm
San Fernando Site: Sat: 11:00am-2:00pm
St. Augustine Site: Tuesday & Friday 5:00pm-8:00pm
CONTACT HOURS : 36
TUITION FEE : $1200.00

**INTRODUCTION TO PUBLIC RELATIONS**
San Fernando Site: Mon: 5:30am-8:30pm
CONTACT HOURS : 36
TUITION FEE : $960.00

**INTRODUCTION TO AUDITING**
Carapichaima Centre: Sat: 3:30 pm – 6:30 pm
Mayaro Site: Tues. 5:00pm-8:00pm
Tobago Site: TBA
CONTACT HOURS : 60
TUITION FEE : $1080.00

**INDUSTRIAL RELATIONS**
El Dorado Centre: Wed: 5:00pm-8:00pm
St. Augustine Site: Sat: 1:00 pm – 4:00 pm
CONTACT HOURS : 36
TUITION FEE : $960.00
**FUNDAMENTALS OF QUALITY MANAGEMENT**
San Fernando Site: Thu: 5:30 pm – 8:30 pm
CONTACT HOURS : 36
TUITION FEE : $1500.00

**INTRODUCTION OF WATER QUALITY MANAGEMENT**
San Fernando Site: Tue: 5:30 pm – 8:30 pm
CONTACT HOURS : 36
TUITION FEE : $1020

**LEGAL ASPECTS OF EDUCATION**
San Fernando Site: Thur: 5:00 p.m. - 8:00 p.m.
Princes Town Centre: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $1020.00

**INTRODUCTION TO LAW**
St. Augustine Site: Sat: 9:00am-12:00pm
CONTACT HOURS: 36
TUITION FEE: $1020.00

**INTRODUCTION TO PROCUREMENT MANAGEMENT**
El Dorado Centre: Wed: 5:00pm – 8:00pm
St. Augustine Site: Sat: 9:00am – 12:00pm
CONTACT HOURS: 36
TUITION FEE: $1675

**CONTINUING EDUCATION PROGRAMME**

**ENRICHMENT**

**BALLOON DECORATION /FLORAL ARRANGEMENT**
Belmont Centre: Sat: 1:00pm-4:00 pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
Marabella Centre: Sat: 9:00am-12:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
San Fernando Site: Fri: 5:30pm-8:30pm
St. Augustine Site: Mon & Wed: 5:00pm-8:00pm
Tobago Site: TBA
CONTACT HOURS : 36
TUITION FEE : $840.00

**WEDDING PLANNING & DECORATION I**
Belmont Centre: Mon: 5:15pm-8:15pm
El Dorado Centre: Tue: 5:00pm-8:00pm
Point Fortin Centre: Fri: 5:00pm-8:00pm
Sangre Grande Site: Sat: 9:00am - 12:00pm
Princes Town Centre: Sat: 1:00pm-4:00pm
CONTACT HOURS: 36
TUITION FEE: $840.00

**EFFECTIVE BUSINESS WRITING SKILLS**
El Dorado Centre: Wed: 5:00pm-8:00pm
San Fernando Site: Thur: 5:30pm-8:30pm
St. Augustine Site: Tues & Thur: 5:00pm-8:00pm
Tobago: TBA
Belmont: TBC
CONTACT HOURS : 36
TUITION FEE : $1200.00

**EFFECTIVE PUBLIC SPEAKING & PRESENTATION SKILLS**
Belmont Centre: Wed.: 5:00-8:00pm
El Dorado Centre: Tue: 5:00pm-8:00pm
San Fernando Site: Thur: 5:30pm-8:30pm
St. Augustine Site: Wed & Fri 5:00pm-8:00pm
Tobago: TBA
CONTACT HOURS : 36
TUITION FEE : $1200.00

**CANDLE MAKING – LEVEL I**
CONTACT HOURS : 36
TUITION FEE : $780.00

**MELT & POUR SOAP MAKING – LEVEL I**
Contact Hours: 36
Tuition Fee: $780.00

**BALLROOM AND LATIN DANCE**
St. Augustine Site: Sat: 1:00pm-4:00pm
CONTACT HOURS : 36
TUITION FEE : $840.00

**PROFESSIONAL DEVELOPMENT PROGRAMME TRAINING**

**HUMAN RESOURCE MANAGEMENT - I**
Belmont Centre: Fri: 5:00pm-8:00pm
El Dorado Centre: Sat: 9:00am-12:00pm
Mayaro Site: Thur: 5:00pm-8:00pm (Classes also held in Rio Claro)
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
Point Fortin Centre: Mon: 5:00pm-8:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
San Fernando Site: Wed: 5:30pm-8:30pm
St. Augustine Site: Tues & Thurs: 5:00pm-8:00pm
Tobago Site: TBA
CONTACT HOURS : 36
TUITION FEE : $960.00

**HUMAN RESOURCE MANAGEMENT - II**
El Dorado Centre: Wed: 5:00pm-8:00pm
Point Fortin Centre: Wed: 5:00pm-8:00pm
San Fernando Site: Sat:9:00am-12:00pm
St. Augustine Site: Mon & Wed: 5:00pm-8:00pm
Tobago:
CONTACT HOURS : 36
TUITION FEE : $1020.00

**OPERATIONS MANAGEMENT**
San Fernando Site: Wed: 5:30pm-8:30pm
Tobago: TBA
CONTACT HOURS : 60
TUITION FEE : $1800.00

**INTRODUCTION TO SALES AND MARKETING MANAGEMENT**
St. Augustine Site: Sat:9:00am-12:00pm
CONTACT HOURS : 36
TUITION FEE : $1020.00

**STORES MANAGEMENT**
Carapichaima Centre: Sat: 9:00 am – 12:00 pm, Tues: 5:00pm-7:00pm
El Dorado Centre: Tue & Thur: 5:00pm-8:00pm
Mayaro Centre: TBA
Princes Town Centre: Sat: 9:00-12:00pm
San Fernando Site: Mon: 5:30pm-8:30pm
Tobago Site: TBA

CONTACT HOURS : 60
TUITION FEE : $1080.00

**SUPERVISORY MANAGEMENT - I**
Belmont Centre: Wed: 5:15pm-8:15pm
Carapichaima Centre: Sat: 9:00 am – 12:00 pm
El Dorado Centre: Sat: 9:00am-12:00pm
Mayaro Centre: Thurs. 5:00pm-8:00pm (Classes also held at Manzanilla)
Point Fortin Centre: Tues: 5:00pm-8:00pm
Princes Town Centre: Sat: 9:00am-12:00pm
San Fernando Site: Wed: 5:30pm-8:30pm
St. Augustine Site: Mon & Wed 5:00pm-8:00pm
CONTACT HOURS : 36
TUITION FEE : $960.00

**SUPERVISORY MANAGEMENT - II**
Belmont Centre: Thurs.: 5:15-8:15pm
Carapichaima Centre: Sat: 12:00 pm- 3:00 pm
Mayaro Centre Site: Wed: 5:00pm – 8:00pm
San Fernando Site: Wed: 5:30pm-8:30pm
Point Fortin Centre: Thur: 5:00pm - 8:00pm
St. Augustine Site: Tuesday & Thursday 5:00pm-8:00pm
CONTACT HOURS : 36
TUITION FEE : $1200.00

**INFORMATION TECHNOLOGY**

**BASIC COMPUTER REPAIRS AND MAINTENANCE**
Carapichaima Centre: Sat. 1:00 pm - 4:00 pm
Mayaro Site: Tues: 5:00pm-8pm
San Fernando Site: Wed: 5:30 pm - 8:30 pm
Point Fortin Centre: Thur. 5:30 pm - 8:00 pm
Contact Hours: 33
Tuition Fee: $1980.00

**COMPUTER LITERACY**
Mayaro Centre: Mon. 4:00pm –7:00pm
Princes Town Centre: Sat: 8:30am-11:30pm
San Fernando Site: Sat. 9:00 am - 12:00 noon
Point Fortin Centre Mon & Wed 5:00pm - 8:00pm
Sangre Grande Site: Wed 5.00pm - 8.00pm
CONTACT HOURS : 24
TUITION FEE : $750.00

**MICROSOFT OFFICE APPLICATIONS**
Mayaro Centre: Thur. 4:00-8:00pm
Princes Town Centre: Sat: 12:00pm-3:00pm
San Fernando Site: Sat: 1:00 pm - 4:00 pm
Point Fortin Centre Tue & Thur 5:00pm - 8:00pm
CONTACT HOURS : 30
TUITION FEE : $1400.00

**PROJECT MANAGEMENT**
Princes Town Centre:
Point Fortin Centre: Tue & Thur: 5:00pm - 8:00pm
San Fernando: Tue: 5:30pm - 8:30 pm
CONTACT HOURS  : 33
TUITION FEE      : $1950.00

PEACHTREE ACCOUNTING
Contact Hours      : 36
Tuition Fee       : $1920.00

SPECIAL SKILLS PROGRAMME

JEWELLERY MAKING
San Fernando Site: Mon: 5:30am-8:30pm
CONTACT HOURS: 24
TUITION FEES: $540.00

WEDDING PLANNING & DECOR LEVEL I
Belmont Centre: Mon: 5:15pm-8:15pm
Contact Hours: 36
Tuition Fee: $840.00

SPANISH FOR TRAVEL & BUSINESS PURPOSES
(persons must have a basic knowledge of Spanish)
El Dorado Centre: Mon: 5:00pm-8:00pm
San Fernando Site: Sat: 9:00am-12:00pm
St. Augustine Site: Sat: 1:00pm-4:00pm
Tobago Site: TBA
Contact Hours: 36
Tuition Fee: $960.00

CONVERSATIONAL SPANISH
(persons must have a basic knowledge of Spanish)

FIRST AID
Point Fortin Centre: Fri: 5:00pm-8:00pm
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
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: 623-4669
Email: belmont@open.uwi.edu

**Carapichaima Centre**
Carapichaima East Secondary School
McLeod 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
Email: el.dorado@open.uwi.edu
Mon-Fri 8:00am-6:00pm; Sat 8:00am-4:00pm

**Marabella Centre**
Marabella North Secondary School
Guaracara Tabaquite 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, 298-6859/6861
Email: mayaro@open.uwi.edu
Office Hours: Mon-Fri 9:00am-6:00pm; Sat 9:00am-12noon

**Point Fortin Centre**
21 School Road, Point Fortin  
Tel: 648-6523, 298-9568, 298-9569  
Email: point.fortin@open.uwi.edu

**Princes Town Centre**  
Princes Town West Secondary School  
E.mail: ritchie.hosein@dec.uwi.edu  
Tel: 305 1798  
Office Hours: Sat 9:00am-11:45am

**San Fernando Site**  
7-9 Padmore Street, San Fernando  
Tel: 653-5996, 657-0942, 297-6683, 297-6666  
Email: south@open.uwi.edu  
Office Hours: Mon-Fri 8:30am-4:30pm; Sat 9:00am-12noon

**Sangre Grande Site**  
Cor. Good Hope Street & Ojoe Road  
Sangre Grande  
Tel: 668-3661, 668-6757  
Office Hours: Mon-Fri 8.30am-4.30pm

**Tobago Site**  
Signal Hill  
Tel: 660-7637, 639-2424, 298-9409, 298-9418  
Email: Tobago@open.uwi.edu