



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

Continuing and Professional Education Short Courses



| Courses starting October 1, 2016 |



HOSPITALITY & TOURISM

BARTENDING
Belmont Centre:
Mon & Thur: 5:15pm - 8:15pm
Carapichaima Centre:
Sat: 9:00 am - 1:00 pm
El Dorado Centre:
Sat: 9:00am - 12:00pm
Point Fortin:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1060.00

FOOD SERVICE MANAGEMENT
Belmont Centre:
Mon & Thur: 5:15pm - 8:15pm
Point Fortin:
Mon & Wed: 5:00pm - 8:00pm
CONTACT HOURS : 45
TUITION FEE : \$1080.00

INDUSTRIAL TECHNOLOGY

REFINERY PIPING DRAWING YR. I
Carapichaima Centre:
Sat: 8:00am - 12:00pm
Mayaro Centre: TBA
Point Fortin Centre:
Mon: 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:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1200.00

INSTRUMENTATION
Marabella:
Sat: 9:00am - 12:00pm
Point Fortin:
Mon & Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1080.00

CONTINUING EDUCATION PROGRAMME TRAINING

COUNSELLING ADOLESCENTS
El Dorado:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 40
TUITION FEE : \$960.00

INTRODUCTION TO COUNSELLING
Belmont Centre:
Sat: 8:30am - 12:30pm

El Dorado Centre:
Mon: 5:00pm - 8:00pm
Point Fortin:
Mon: 5:00pm - 8:00pm
Princes Town:
Sat: 9:00am - 12:00pm
San Fernando:
Sat: 9:00pm - 12:00pm
Sangre Grande:
Thurs: 5:00pm - 8:00pm
Tobago:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 75
TUITION FEE : \$1290.00

INTRODUCTION TO CHILD PSYCHOLOGY
Carapichaima Centre:
Sat: 9:00am - 1:00pm
El Dorado Centre:
Tues: 5:00pm - 8:00pm
San Fernando:
Thurs: 5:00pm - 8:00pm
Point Fortin Centre:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 75
TUITION FEE : \$1290.00

INTRODUCTION TO PSYCHOLOGY
Belmont Centre:
Fri: 5:00pm - 8:00pm
Carapichaima Centre:
Sat: 9:00am - 12:00pm
El Dorado Centre:
Wed: 5:00pm - 8:00pm
Point Fortin Centre:
Thurs: 5:00pm - 8:00pm
Princes Town:
Sat: 9:00am - 12:00pm
San Fernando:
Wed: 5:00pm - 8:00pm
Sangre Grande:
Mon: 5:00pm - 8:00pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
Mayaro Centre: TBA
CONTACT HOURS : 36
TUITION FEE : \$1200.00

ADVANCED COUNSELLING
Carapichaima Centre:
Mon: 4:00pm - 7:00pm
Belmont Centre:
Thurs: 5:00pm - 8:00pm
Mayaro Centre: TBA
Point Fortin Centre:
Wed & Thurs: 5:00pm - 8:00pm
Princes Town:
Sat: 1:00pm - 4:00pm

San Fernando:
Sat: 1:00pm - 4:00pm
CONTACT HOURS : 75
TUITION FEE : \$1500.00
CARE FOR THE ELDERLY
El Dorado Centre:
Mon: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

COUNSELLING VICTIMS OF ABUSE
San Fernando:
Sat: 1:00pm - 4:00pm
CONTACT HOURS : 40
TUITION FEE : \$960.00

CUSTOMER SERVICE
San Fernando:
Tue: 5:30pm - 8:30pm
Point Fortin:
Mon & Tues: 5:00pm - 8:00pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

EVENTS MANAGEMENT - I
Belmont Centre:
Tues: 5:00pm - 8:00pm
Carapichaima Centre:
Sat: 9:00am - 12:00pm
El Dorado:
Wed: 5:00pm - 8:00pm
Point Fortin:
Fri: 5:00pm - 8:00pm
San Fernando:
Mon: 5:00pm - 8:00pm
Sangre Grande:
Tues: 5:00pm - 8:00pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

EVENTS MANAGEMENT - II
Point Fortin:
Thurs: 5:00pm - 8:00pm
San Fernando:
Wed: 5:00pm - 8:00pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 45
TUITION FEE : \$1200.00

HOW TO START A SMALL BUSINESS
Belmont Centre:
Mon: 5:00pm - 8:00pm
Princes Town:
Sat: 9:00am - 12:00pm
San Fernando:
Mon: 5:30pm - 8:30pm

Tobago:
Mon - Thurs: 5:00pm - 8:00pm
Mayaro: TBA
CONTACT HOURS : 36
TUITION FEE : \$1020.00

INTRODUCTION TO BUSINESS MANAGEMENT
Belmont Centre:
Tues & Thurs: 5:15pm - 8:15pm
Carapichaima Centre:
Sat: 3:00pm - 6:00pm
Mayaro Centre:
Thurs: 5:00pm - 8:00pm
(Classes held at Rio Claro)
San Fernando:
Mon: 5:30pm - 8:30pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 75
TUITION FEE : \$1440.00

SIGN LANGUAGE I (Manual Communication I)
El Dorado Centre:
Sat: 9:00am - 12:00pm
Marabella:
Sat: 9:00am - 12:00pm
Mayaro Centre:
Tues: 5:00pm - 8:00pm
(Classes held at Rio Claro)
Point Fortin Centre:
Mon: 5:00pm - 8:00pm
San Fernando:
Sat: 9:00am - 12:00pm
CONTACT HOURS : 36
TUITION FEE : \$840.00

SIGN LANGUAGE II (Manual Communication II)
Sangre Grande:
Mon: 5:00pm - 8:00pm
Tobago:
Mon - Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

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

INTRODUCTION TO ENVIRONMENTAL MANAGEMENT
San Fernando:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

FUNDAMENTALS OF FACILITIES MANAGEMENT
San Fernando:
Mon: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1500.00

OFFICE MANAGEMENT
Belmont Centre:
Fri: 5:00pm - 8:00pm
Mayaro Centre:
Thurs: 5:00pm - 8:00pm
El Dorado Centre:
Tues: 5:00pm - 8:00pm
Point Fortin Centre:
Fri: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

INTRODUCTION TO OCCUPATIONAL HEALTH & SAFETY
Belmont Centre:
Wed: 5:00pm - 8:00pm
Carapichaima Centre:
Sat: 9:00 am - 12:00 pm
El Dorado Centre:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

INTRODUCTION TO MARINE SCIENCES & BIOLOGY
El Dorado:
Sat: 9:00am-12:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

CONTINUING EDUCATION PROGRAMME ENRICHMENT
BALLOON DECORATION / FLORAL ARRANGEMENT
Carapichaima Centre:
Sat: 9:00am - 12:00pm
Marabella:
Sat: 9:00am - 12:00pm
Point Fortin:
Mon & Sat: 9:00am - 12:00pm
Princes Town:
Sat: 9:00am - 12:00pm
San Fernando:
Fri: 5:00pm - 8:00pm
Mayaro Centre: TBA
CONTACT HOURS : 36
TUITION FEE : \$1200.00

INTRODUCTION TO SALES & MARKETING MANAGEMENT
Carapichaima Centre:
Sat: 3:00 pm - 6:00 pm
Belmont Office:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

INTRODUCTION TO PUBLIC RELATIONS
San Fernando:
Fri: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

INTRODUCTION TO AUDITING
Carapichaima Centre:
Sat: 12:00pm - 3:00pm
Mayaro Centre:
Tues: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1080.00

FUNDAMENTALS OF QUALITY MANAGEMENT
San Fernando:
Sat: 9:00am - 12:00pm
CONTACT HOURS : 36
TUITION FEE : \$1500.00

INTRODUCTION OF WATER QUALITY MANAGEMENT
San Fernando:
Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

INTRODUCTION TO INDUSTRIAL RELATIONS
El Dorado Centre:
Thurs: 5:00pm - 8:00pm
Point Fortin Centre:
Fri: 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 MARINE SCIENCES & BIOLOGY
El Dorado:
Sat: 9:00am-12:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

CONTINUING EDUCATION PROGRAMME ENRICHMENT
BALLOON DECORATION / FLORAL ARRANGEMENT
Carapichaima Centre:
Sat: 9:00am - 12:00pm
Marabella:
Sat: 9:00am - 12:00pm
Point Fortin:
Mon & Sat: 9:00am - 12:00pm
Princes Town:
Sat: 9:00am - 12:00pm
San Fernando:
Fri: 5:00pm - 8:00pm
Mayaro Centre: TBA
CONTACT HOURS : 36
TUITION FEE : \$1200.00

INTRODUCTION TO SALES & MARKETING MANAGEMENT
Carapichaima Centre:
Sat: 3:00 pm - 6:00 pm
Belmont Office:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

INTRODUCTION TO PUBLIC RELATIONS
San Fernando:
Fri: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

INTRODUCTION TO AUDITING
Carapichaima Centre:
Sat: 12:00pm - 3:00pm
Mayaro Centre:
Tues: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1080.00

Sangre Grande:
Sat: 9:00am - 12:00pm
CONTACT HOURS : 36
TUITION FEE : \$840.00

EFFECTIVE BUSINESS WRITING SKILLS
San Fernando:
Thurs: 5:30 pm - 8:30 pm
Tobago:
Mon -Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

EFFECTIVE PUBLIC SPEAKING & PRESENTATION SKILLS
Belmont Centre:
Wed: 5:15pm - 8:15pm
El Dorado Centre:
Tue: 5:00pm - 8:00pm
San Fernando:
Thu: 5:30pm - 8:30pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

STORES MANAGEMENT
Carapichaima Centre:
Sat: 9:00 am - 12:00 pm;
Tues: 5:00pm - 7:00pm
El Dorado Centre:
Tues & Thurs: 5:00pm - 8:00pm
Point Fortin:
Thurs: 5:00pm - 8:00pm
Princes Town:
Sat: 9:00 - 12:00pm
San Fernando:
OR Mon: 5:00pm - 8:00pm
CONTACT HOURS : 24
TUITION FEE : \$750.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

Tobago:
Mon -Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

HUMAN RESOURCE MANAGEMENT - II
Carapichaima Centre:
Sat: 12:30 pm - 3:30 pm
El Dorado Centre:
Wed: 5:00pm - 8:00pm
Point Fortin:
Tues: 5:00pm - 8:00pm
San Fernando:
Fri: 5:00pm - 8:00pm
Tobago:
Mon -Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

OPERATIONS MANAGEMENT
San Fernando:
Wed: 5:00pm - 8:00pm
CONTACT HOURS : 60
TUITION FEE : \$1800.00

Carapichaima Centre:
Sat: 12:00pm - 3:00pm
Mayaro Centre:
Thurs: 5:00pm - 8:00pm
Point Fortin Centre:
Mon & Wed: 5:00pm - 8:00pm
San Fernando:
Thurs: 5:00pm - 8:00pm
Tobago:
Mon -Thurs: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$1200.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

FINANCIAL ACCOUNTING
El Dorado Centre:
Sat: 10:00am - 1:00pm
CONTACT HOURS : 36
TUITION FEE : \$1020.00

San Fernando:
Tues: 5:00pm - 8:00pm
CONTACT HOURS : 33
TUITION FEE : \$1950.00

SPECIAL SKILLS PROGRAMME

BRIDAL MEHNDI
Carapichaima Centre:
Sat: 12:30pm - 3:30pm
CONTACT HOURS : 24
TUITION FEE : \$540.00

JEWELLERY MAKING
San Fernando:
Mon: 5:00am - 8:00pm
Belmont Secondary School:
Sat: 9:00am - 12:00pm
CONTACT HOURS : 24
TUITION FEES : \$540.00

BALLROOM & LATIN DANCE I
El Dorado:
Wed: 5:00pm - 7:00pm
CONTACT HOURS : 36
TUITION FEE : \$840.00

SPANISH FOR TRAVEL & BUSINESS PURPOSES
El Dorado Centre:
Wed: 5:00pm - 8:00pm
San Fernando:
Sat: 9:00am - 12:00pm
Tobago:
Mon - Thur: 5:00pm - 8:00pm
CONTACT HOURS : 36
TUITION FEE : \$960.00

CONVERSATIONAL SPANISH
Mayaro Centre:
Mon: 5:00pm - 8:00pm
CONTACT HOURS : 24
TUITION FEE : \$540.00

FIRST AID
Point Fortin:
Tues & Thurs: 5:00pm - 8:00pm
Sangre Grande:
Tue: 5:00pm - 8:00pm
Mayaro:
Mon: 5:00 - 8:00pm
CONTACT HOURS : 24
TUITION FEE : \$540.00

FIRST AID
Point Fortin:
Tues & Thurs: 5:00pm - 8:00pm
Sangre Grande:
Tue: 5:00pm - 8:00pm
Mayaro:
Mon: 5:00 - 8:00pm
CONTACT HOURS : 24
TUITION FEE : \$540.00

FIRST AID
Point Fortin:
Tues & Thurs: 5:00pm - 8:00pm
Sangre Grande:
Tue: 5:00pm - 8:00pm
Mayaro:
Mon: 5:00 - 8:00pm
CONTACT HOURS : 24
TUITION FEE : \$540.00



Please make all registration enquiries at the following locations:

- Gordon Street Site, St. Augustine (Beside the Hugh Wooding Law School)
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: 298-9389, 298-9390
Email: belmont@open.uwi.edu;
pos@open.uwi.edu
- Carapichaima Centre
Carapichaima East Secondary School
McLeod Street, Freeport
Tel: 673-0975, 673-8173, 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 12noon-8:00pm; 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 Secondary School
Tel: 705-5114
Email: princes.town@dec.uwi.edu
Office Hours: Mon-Fri 1:00pm-2:30pm;
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
Corner Ojoe Road and Good Hope Street
(Upstairs Hilltop Pharmacy)
Tel: 668-3661, 668- 6757
298-9434
Office Hours: Mon-Fri 8:30am-4:30pm;
Sat 9:00am-12noon
- Tobago Site
Signal Hill
Tel: 639-2424, 298-9409, 298-9418
298-9434
Email: Tobago@open.uwi.edu