New Associate Degrees & Courses from the SCS

EXPRESSION OF INTEREST

Please detach & return this section to the University Centre or Specialised Unit in your country.

Name...........................................................................................................................................

Country...........................................................................................................................................

Address...........................................................................................................................................

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Tel (______________________________) Fax (______________________________)

E-mail..................................................................................................................................................

Organisation.....................................................................................................................................

I am interested in registering for this programme starting in January 2004:

• The Associate Degree in Administrative Professional Office Management (APOM)
• The Associate Degree in Business Management (BM)
• The Associate Degree in Public Sector Management (PSM)
• The Certificate in Labour Studies (CLS)
• Mathematics: A Gentle Introduction
• English for Tertiary Level Study

Date..............................................................................................................................................

For further information, contact your University Centre or Specialised Unit!

Anguilla University Centre, The Valley; Tel: (264) 497-3522; Fax: (264) 497-5873; e-mail: axareform@anguillanet.com

Antigua & Barbuda University Centre, P.O. Box 142, St. John’s; Tel: (268) 462-1355; Fax: (268) 462-2968; e-mail: university@can dw.ag

The Bahamas University Centre, P.O. Box N-1184, Nassau; Tel: (242) 323-6593; Fax: (242) 328-0622; e-mail: mctwilliam@hotmail.com

Barbados University Centre, The Pines, St. Michael; Tel: (246) 430-1120-3; Fax: (246) 427-4397; e-mail: scs@uwichill.edu.bb

Belize University Centre, P.O. Box 229, Belize City; Tel: (501) 2-35320; Fax: (501) 2-32038; e-mail: uwibze@btif.net

British Virgin Islands University Centre, P.O. Box 3097, Tortola; Tel: (284) 494-6957; Fax: (284) 494-4263; e-mail: uvibv@can dw.bvi.net

Cayman Islands University Centre P.O. Box 30212, SMB, Grand Cayman; Tel: (345) 946-8322; Fax: (345) 949-0886; e-mail: uwicayman@can dw.ky

Dominica University Centre, P.O. Box 82, Roseau; Tel: (767) 448-3182; Fax: (767) 448-8706; e-mail: uwiccwom.dm

Grenada University Centre, P.O. Box 439, St. George’s; Tel: (473) 440-2451; Fax: (473) 440-4955; e-mail: rtsuw@caribsurf.com

Jamaica (Camp Road); Tel: (876) 926-2246/7; Fax: (876) 9209-1622; e-mail: sccmprd@uwillmu.jm

(Montergo Bay); Tel: (876) 952-2321; Fax: (876) 952-5704; e-mail: uwwmcay@NS.com.jm

Montserrat University Centre, P.O. Box 256, Manjack; Tel: (664) 491-3924; Fax: (664) 491-8924; e-mail: fergusw@can dw.ag

St. Kitts & Nevis University Centre, P.O. Box 326, Basseterre; Tel: (869) 465-2190; Fax: (869) 465-6583; e-mail: uwwiskn@caribsurf.com

St. Lucia University Centre, P.O. Box 306, Castries; Tel: (758) 452-3866; Fax: (758) 452-4080; e-mail: uwwisl@can dw.lc

St. Vincent & the Grenadines University Centre, P.O. Box 610, Kingstown; Tel: (784) 456-1122; Fax: (784) 456-1251; e-mail: scs@caribsurf.com

Trinidad & Tobago (Main Office, St Augustine); Tel: (868) 645-3029; Fax: (868) 645-2870; e-mail: sccampus@tstt.net.tt

(South University Centre); Tel: (868) 653-5996 or 657-0942; Fax: (868) 653-4925; e-mail: sccsouth@tstt.net.tt

(Tobago Centre); Tel/Fax: (868) 660-7637; e-mail: scstgo@tstt.net.tt

Turks & Caicos University Centre, P.O. Box 236, Grand Turk; Tel: (649) 946-1163; Fax: (649) 946-1611; e-mail: carolin.mills@tiway.tc

Social Welfare Training Centre (SWTC) - Mona - Tel: (876) 977-0154; Fax: (876) 977-0154; e-mail: swtc@uwimona.edu.jm

Trade Union Education Institute (TUEI) - Mona - Tel: (876) 927-2478; Fax: (876) 927-2478; e-mail: tuedinst@uwimona.edu.jm

THE UNIVERSITY OF THE WEST INDIES

SCHOOL OF CONTINUING STUDIES

Providing Opportunities for Lifelong Learning

New Academic Programmes & Courses for 2004-2005

REGISTER EARLY!
PROGRAMME DESCRIPTIONS

These associate of science degree programmes will include at least 69 credits (about 23 courses) and allocation of credits will be spread across general education courses, specialisation or core courses and elective courses. Common to all these associate degrees are the general education courses, which include:

**General Education Courses**
- English & Communication I & II
- Caribbean Studies
- Information Technology
- Mathematics
- Probability & Statistics
- Introduction to a Foreign Language (Spanish or French)
- Ethics, Logic & Philosophy

The Associate Degree in Administrative Professional Office Management (APOM)

This programme is aimed at office professionals like secretaries, administrators, supervisors, and persons who have special interests in developing careers in office management. In addition to the above general education courses, the programme will offer in its specialised and elective courses:
- Office Procedures
- Management & Office Relations
- Office Management
- Business & Commercial Law
- Business Economics
- Records Management
- Corporate Secretarial Practices
- Purchasing & Supply Management
- Industrial Relations Management
- Business Accounting I & II
- Human Resource Management
- Management Information Systems
- Marketing Fundamentals
- Facilities Management
- Cost & Management Accounting
- Caribbean Business Environment

The Associate Degree in Business Management (BM)

Developed primarily for persons interested in honing their skills and knowledge in managing a business, the programme covers specialised and elective courses in:
- Principles of Management
- Business Economics
- Management Accounting
- Organisational Behaviour
- Human Resource Management
- Marketing Fundamentals
- Business and Commercial Law
- Industrial Relations Management
- Cost and Management Accounting
- Caribbean Business Environment
- Facilities Management
- Strategic Management
- Financial Management
- Entrepreneurship & New Venture Creation
- Small Business Management
- Macro-Economics

The Associate Degree in Public Sector Management (PSM)

Created to embrace a full range of community-based and business-related approaches to public sector problems, this programme offers versatile courses to employees in the regional public and private sectors, including specialised and elective courses in:
- Elements of Public Sector Administration
- Administrative Principles & Practices
- Caribbean Political Economy
- Political Institutions
- Constitutional & Administrative Law
- Public Sector Accounting
- Public Sector Communication
- Sociology
- Economics for the Public Sector
- Management Information Systems
- Project Management
- Research Project
- Financial Accounting
- Cost & Management Accounting
- Human Resources Management
- Organisational Behaviour
- Marketing Fundamentals

The Certificate in Labour Studies (CLS)

This certificate programme is a valuable educational option targeted at industrial relations practitioners and staff. It is structured around themes to improve knowledge and skills in labour studies. Some of these include:
- Labour Studies
- Caribbean Society, Politics & Government
- Human Relations & Interpersonal Communication
- Trade Unionism in a Historical & Contemporary Context
- Industrial Relations
- Labour Law: Current Manifestations
- Human Resource Management
- Communication for Industrial Relations
- Labour Economics for Caribbean Society

SHORT COURSE DESCRIPTIONS

Mathematics: A Gentle Introduction

This course is a non-credit basic algebra course for students seeking to overcome deficiencies in their previous mathematical training and revisit the basic algebraic concepts necessary for the study of mathematics beyond the elementary level. The course is designed as a first step to further non-credit and required mathematics courses at the UWI.

English for Tertiary Level Study

Competence in reading and writing is mandatory for all students seeking admission to tertiary institutions. To that end, this course seeks to assist potential candidates in their preparation for the English Language Proficiency Test (ELPT), which is offered by the three campuses of the University of the West Indies to students who need to improve their qualifications in English.

PLEASE CONTACT YOUR UNIVERSITY CENTRE OR SPECIALISED UNIT FOR FURTHER INFORMATION, INCLUDING QUALIFICATIONS, FEES & REGISTRATION DATES.

PLEASE NOTE THAT NOT ALL PROGRAMMES MAY NOT BE AVAILABLE AT ALL CENTRES.