



CALENDAR OF COURSES

DEPARTMENT
OF
CONTINUING EDUCATION

REGISTRATION INFORMATION

RECORDING DAY — Wednesday, 27 December, 2018

(Please call in to secure a place in a class)

TIME—8:30 AM - 3:30 PM

REGISTRATION DAY —Thursday, 4 January, 2018

TIME - 8:30 AM - 3:00 PM

(Come to the Department to complete the registration process)

REGISTRATION INFORMATION

Commencement Date: Monday, 16th January, 2018

Termination Date: Thursday 13th April, 2018

Please read the back sheet of this leaflet for additional information. Our contact numbers are

Switchboard : 457-7300 Ext: 7392,7375,7346

Direct lines : 457-7346, 457-7375, 457-7392

BUSINESS STUDIES/BUSINESS ADMINISTRATION COURSES

ACC101	Introduction to Financial Accounting	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
ACC203	Management Accounting	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
CIT101	Computer Applications	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
MAT107	Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
BUS102	Marketing I	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
ECO102	Microeconomics	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300

SECRETARIAL STUDIES/OFFICE ADMINISTRATION COURSES

ACC101	Introduction to Financial Accounting	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
CIT101	Computer Applications	Tues & Thurs	5:00 – 7:00	48 hrs	GPL Lab 3	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
MAT105	Mathematics of Finance	Mon. & Wed	5:00 – 7:00	48 hrs		\$300
MAT107	Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
AOA104	Shorthand IA	Monday & Wed	5:00 – 7:00	48 hrs		\$300

CRIMINAL JUSTICE

CIT101	Computer Applications	Tues & Thurs	5:00 – 7:00	48 hrs	GPL Lab 3	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:00	48 hrs	GPL Lab 3	\$300
MAT107	Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
CRM206	Police Supervision	Tues. & Thurs.	7:00 – 9:00	48 hrs.		\$300
CRM204	Introduction to Criminology	Wednesday	5:00 – 8:00	48 hrs.		

SOCIAL WORK COURSES

CIT101	Computer Applications	Tues. & Thurs.	5:00 – 7:00	48 hrs	GPL Lab 3	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
SOW204	Social Policy & Agency Administration	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
SOW108	Social Work Theory & Practice II	Tues. & Thurs.	7:00 – 9:00	48 hrs		\$300
CRM204	Introduction to Criminology	Wednesday	5:00 – 8:00	48 hrs		\$300
SOW205	Programme Planning and Implementation	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300

TECHNICAL COURSES

ELE215	Electrical Installations (Level I)	Mon. & Wed.	5:00 – 7:00	48 hrs	Workshop	\$500
ELE216	Electrical Installations (Level II)	Tues. & Thurs.	5:00 – 7:00	48 hrs	Workshop	\$500
RAC103	Refrigeration Technology I	Tues. & Thurs.	5:00 – 7:00	48 hrs	Workshop	\$500
RAC106	Refrigeration Technology IV	Mon. & Wed.	5:00 – 7:00	48 hrs	Workshop	\$500
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ACCESS COURSES

COM001	Communication Studies (Access)	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
COM002	Reading & Writing Fundamentals	Mon. & Wed.	5:00 – 7:00	48 hrs		\$300
MAT002	Remedial Mathematics (Part I)	Tues & Thurs	5:00 – 7:00	48 hrs		\$300
MAT002	Remedial Mathematics (Part II)	Tues. & Thurs.	5:00 – 7:00	48 hrs		\$300
BIO001	Access Biology (Part II)	Tues. & Thurs.	5:00 – 7:00	48 hrs	Science Lab	\$300
CHM001	Elementary Chemistry	Mon. & Wed.	5:00 – 7:00	48 hrs	Science Lab	\$300

PARA LEGAL STUDIES

	Business Law Property Law	Wednesday Mon. & Thurs.		36 Hrs 60 Hrs		
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New Courses

Tiling Theory and Practice Plumbing Theory and Practice	Saturdays Saturdays	9:00 – 9:00 –	60 hrs 60 hrs	Workshop Workshop	\$500
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IMPORTANT INFORMATION

- ❖ All students are required to pay:
 - Registration Fee - \$20.00
 - Insurance Fee - \$7.00
- ❖ The Insurance fee of \$7.00 is to provide coverage for part-time students while attending classes at the Sir Arthur Lewis Community College. The Insurance plan includes:
 - Accidental Death and Dismemberment
 - Accidental medical expenses
 - Permanent disability
- ❖ All fees are to be paid at the Bank of St Lucia into SALCC Account #904120789. **Please ensure that the slip is completed in TRIPLICATE, that the ENTIRE SLIP (not just the stub) is presented and that your NAME is clearly printed on the back of the bankslip.**
- ❖ In order for registration to be complete, students **must return the bank slip to the Office** during the registration period. Consequently, only students who have submitted the relevant bank slips to the Office will be allowed to attend classes.
- ❖ Before registering for any course, students are expected to have met the pre-requisite requirements. Please inquire about courses with pre-requisites. Failure to meet the requirements in this regard may result in students not being allowed to register for that particular course.
- ❖ Non St Lucian students should inquire about the current fee structure in force before enrollment.
- ❖ Please take time to read our current **REFUND POLICY STATEMENT** on or before the registration period.
- ❖ **The onus is on the student to complete and submit withdrawal forms as soon as he/she withdraws from a course or cancels registration.**
- ❖ **Sir Arthur Lewis Community College reserves the right to cancel courses and refund the monies to applicants if the minimum number of registrants is not attained. The College also reserves the right to make changes to course offerings, course fees, rooms and dates without prior notification.**

USEFUL TIPS FOR PROGRAMME STUDENTS

- ❖ Always consult the Department when selecting courses.
- ❖ Do Core/Programme courses first whenever possible.
- ❖ Inform the Department immediately following any changes in name, address or telephone numbers.
- ❖ Keep your Personal Assessment Form up-to-date and bring it to every registration.
- ❖ Memorize your ID number.
- ❖ Take advantage of the Summer Semester to accelerate your progress.