



DEPARTMENT
OF
CONTINUING EDUCATION

REGISTRATION INFORMATION

RECORDING DAY - Wednesday 19 December, 2018

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

TIMES — 9:00 a.m. — 3:30 p.m.

REGISTRATION DAY — Thursday 3 January, 2019

TIMES — 9:00 a.m. - 3:30 p.m.

SEMESTER TWO

Commencement Date: Wednesday 16 January, 2019

Termination Date: Friday 12 April 2019

Please read the back sheet of this leaflet for additional information. Our contact numbers are Switchboard: 457-7300 Ext: 7375, 7392, and 7346
Direct lines: 457-7375, 457-7392, 457-7346

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BUSINESS STUDIES/BUSINESS ADMINISTRATION					
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
MAT107	Business Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300
ECO102	Microeconomics	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300
ECO103	Macroeconomics	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300

SECRETARIAL STUDIES/OFFICE ADMINISTRATION					
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	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
MAT107	Business Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300

CRIMINAL JUSTICE					
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
MAT107	Business Statistics I	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300
CRM309	Probation and Parole	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
CRM311	Introduction to Security	Tues & Thurs	7:00 – 9:00	48 hrs	\$300
ECO103	Macroeconomics	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300

SOCIAL WORK					
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
SOW206	Human Skills (AD)	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300
MAT107	Business Statistics I (AD)	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
ECO103	Macroeconomics (AD)	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
SOW203	Counselling - Theory & Practice	Tues. & Thurs./ Mon. & Wed.	5:00 – 7:00 7:00 – 9:00	48 hrs	\$300

TECHNICAL COURSES					
RAC103	Refrigeration Technology I	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$523
RAC104	Refrigeration Technology II	Mon. & Wed.	5:00 – 7:00	48 hrs	\$523
RAC105	Refrigeration Technology III	Sat.	9:00 – 1:00	48 hrs	\$523
	Graphic Design	Mon. & Wed.	5:00 – 7:00	48 hrs	\$430
	Graphic Design	Sat	9:00 - 1:00	48 hrs	\$430

ACCESS COURSES					
COM002	Reading & Writing Fundamentals	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
FRE116	Functional French I	Mon. & Wed.	5:00 – 7:00	48 hrs	\$300
SPA116	Functional Spanish I	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	Biological Structures	Tues. & Thurs.	5:00 – 7:00	48 hrs	\$300

Please note that Access courses are accepted in lieu of CXC passes at the:

- Division of Agriculture (DAGRI)
- Department of Health Sciences (DHS)
- Division of Technical Education and Management Studies (DTEMS)

IMPORTANT INFORMATION

- ❖ Recording Day – day on which office is contacted to enter name on class list of course one is interested in pursuing.
- ❖ All students are required in addition to the tuition fee 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.
- ❖ **Please note that a LATE REGISTRATION FEE OF \$25.00 will have to be paid during the late registration period.** Register early to avoid the additional fee.
- ❖ 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.