



**T.A. MARRYSHOW**  
COMMUNITY COLLEGE

# **2023-2024 PROGRAMME GUIDE**

**EXPAND YOUR HORIZON  
TO SEE THE POSSIBILITIES**





# TAKING YOU FROM WHERE YOU ARE TO WHERE YOU WANT TO GO.

T.A. Marryshow Community College (TAMCC) is an indigenous tertiary education institution which offers a wide variety of academic and skills training programmes. As a national public educational body, our institution ensures the delivery of post-secondary education, maintaining excellence and quality in programme delivery. We have four campus locations, serving the needs of our students throughout Grenada: Tanteen, St. George; La Fortune, St. Patrick, Mirabeau, St. Andrew and Six Roads Carriacou. **TAMCC is the College of Choice for national growth.**

## ADMISSIONS

If you wish to apply, submit your application form with the following:

- a. Birth Certificate
- b. CSEC results, if applicable
- c. Reference Form (for recent post-secondary school students)
- d. Recommendation Letter (for Social Work, Pharmacy & Teacher Education Programmes)
- e. Application fee

Note that early application cost is EC 50.00 before April; and EC 100.00 thereafter.

Contact our Admissions Office if you have any concerns or questions regarding the information within this guide: (473) 440-1389 x 2250 / 2399 or email us at [admissions@tamcc.edu.gd](mailto:admissions@tamcc.edu.gd)





# Why TAMCC



TAMCC is built on national pride. It is a treasure for those who endeavor to move forward and make their mark locally, regionally and internationally.



## 60+ PROGRAMMES TO CHOOSE FROM

### GREAT THINGS ABOUT US

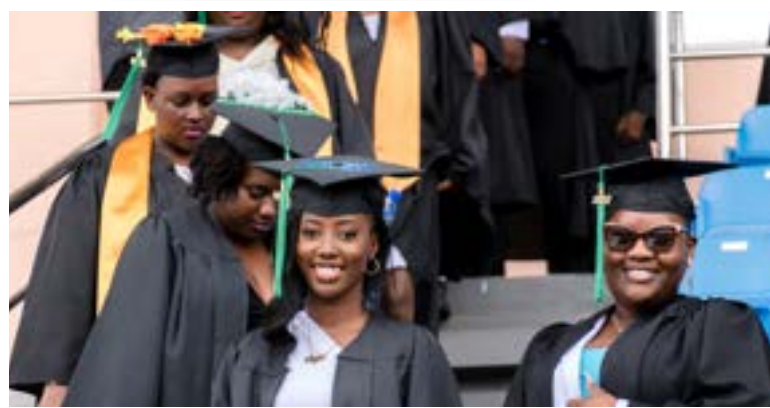
- Affordable
- Qualified faculty and staff
- Solid foundation to boost your career
- Student centered
- Universities accept our credits



### Approximate STUDENT POPULATION

# 2000

each year from all over Grenada, including Carriacou and Petite Martinique, and CARICOM Countries



### Approximately 800 GRADUATES EACH YEAR

We love sharing, check us out on



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# Welcome

Dear Students,

I trust that this Guide will provide you with the information you need to make decisions about your future at TAMCC and ultimately, your future career goals.

At TAMCC, we seek to provide quality education at exceptional value to every Grenadian desirous of improving himself/herself personally and professionally. Although we are confident that you would benefit from our programmes, we are interested in helping you find your distinct and unique place within the College community. Knowing which programme best fits your personality and gifts is the beginning of this process.

If you wish to learn more about our programmes, flip through this Guide. If you require more information feel free to contact our Admissions Office for further clarification. As Registrar, I operate with an open-door policy, and I am most happy to provide further assistance by making myself available to students, like you, if my help or advice is required.

I look forward to welcoming you at TAMCC.

Regards,

Mrs. Marva Bowen Neptune, MA  
Registrar

## Our Mission



To provide accessible, quality educational and training opportunities to help individuals achieve their personal and professional goals, and to effectively cater to the dynamic needs of the domestic, regional and global communities.

## Our Vision

To develop and nurture the creativity and productivity of the citizenry and to prepare individuals to fill the training gap needs as they become evident. It prepares individuals for fulfilling lives, rewarding careers and lifelong learning while being an advocate for the enhancement of communities. As a tertiary education, it will promote intellectual discourse, the development of well-informed citizens who critically analyze and respond to the challenges facing our society. It will produce research, scholarship, innovation and educational excellence. The College will provide a wide range of excellent programmes leading to various levels of certification through the effective utilization of resources, science and technology, and high-quality committed faculty and staff.



## Our Schools

**School of  
Applied Arts  
and  
Technology  
(SAAT)**

**School of Arts Sciences  
and Professional Studies  
(SASPS)**

**School of Continuing  
Education (SCE)**

## Our Campuses

**Tanteen Campus, Tanteen, St. George**

**Carriacou Campus, Six Roads, Carriacou**

**Mirabeau Campus, Mirabeau, St. Andrew**

**St. Patrick's Campus, La Fortune, St.  
Patrick**



# STUDENT LIFE

## GET CONNECTED!

### Co-curricular Activities

We offer a wide range of extracurricular activities which help to enrich the lives of our students. They are intended to develop the all-round personality of students through cooperation, leadership, diligence, punctuality, and team-spirit as well as to provide a backdrop for the development of their creative mind.

### Listing of Co-curricular Activities

Chess  
Choir  
Cricket  
Crochet  
Drama  
Drum Corps  
Robotic Club  
Football  
Hiking  
Poetry Express  
Kung Fu  
Latin Dance  
Netball  
Steelpan  
Thinker Club  
Psychology Club  
Debate  
Girl Guides  
Table Tennis  
CCCF

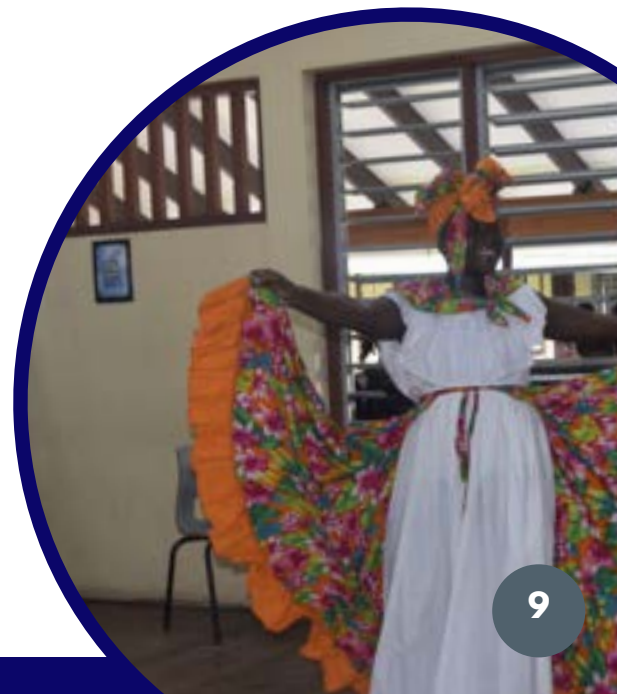
### Other Student Support Services

- Scholarship
- Counselling
- Campus Nurse
- Peer Tutoring
- Peer Counselling



### Student Executive Council (SEC)

Consider being on our Student Executive Council. As an elected member, you have the opportunity to represent your fellow peers on matters that affects them at the institution. Be a part of this prestigious body!



## **SCHOOL OF ARTS SCIENCES AND PROFESSIONAL STUDIES**

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Arts and Humanities  
Business Studies  
English  
Environmental Technology  
General Agriculture  
General Studies  
Modern Languages  
Nutrition and Dietetics  
Office Administration  
Pharmacy  
Physical Education and Sports  
Psychology  
Social Sciences  
Social Work  
Teacher Education, Early Childhood  
Teacher Education, Primary  
Teacher Education, Secondary

## **SCHOOL OF APPLIED ARTS AND TECHNOLOGY**

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Automotive Service Technology, Level II  
Building Technology  
Building Trades and Services  
Computer Systems Technology  
Culinary Arts  
Electrical Technology  
Electronics Technology  
Food and Beverage Management  
Heating, Ventilation, Air Conditioning  
and Refrigeration Technology  
Hospitality Studies  
Information Technology  
Mechanical Technology  
Tourism Studies

## **SCHOOL OF CONTINUING EDUCATION**

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Accounting Technician  
Accounting Clerk  
Business Studies (Part-Time)  
Computer Systems and Network Technician  
Cosmetology Services Technician  
Criminal Justice (Part -Time)  
Electrical Installation  
Environmental Technology  
Fashion Design  
General Construction  
General Office Administration  
Hospitality Studies  
Law Procedures (Part-Time)  
Marketing (Part-Time)  
Media Studies (Part-Time)  
Motor Vehicle Engine System  
Office Administration (Part-Time)  
Psychology (Part-Time)  
Plumbing  
Social Work (Part-Time)  
Sustainable Community Development (Part-Time)  
Welding

### Other Courses

Short Term Certificate Courses  
CompTIA A+  
CompTIA Network +  
Cisco Certified Networking Associates  
Modern Home Management  
ComTIA Security +

## SCHOOL OF ARTS SCIENCES AND PROFESSIONAL STUDIES (SASPS)

### BRIEF DESCRIPTION

SASPS is the largest of the three schools at our College. They offer primarily Associate Degree programmes, with an option to write the Caribbean Advanced Proficiency Examination (CAPE) and the City and Guild Examination within certain programmes.

This School offers eighteen (18) Associate Degree programmes, under five different departments: Arts and Humanities, Business Studies, Natural and Related Sciences, Social Sciences and Teacher Education

### GENERAL INFORMATION FOR SASPS STUDENTS

#### Admission:

- To qualify for admission into SASPS, students must have a minimum of (5) CSEC subjects including English A, and specific subjects for selected majors (where applicable.) **NOTE: Wherever majors are offered students MUST select at least 2-3 majors**

#### Study Option:

- Full Time (only)

#### Duration:

- 2 years, with the exception of **Pharmacy, which is 3 years**

#### Tuition (Grenadian National):

- All programmes offered within this School are: EC \$810.00 per year + EC \$30.00 registration fee each subsequent semester, **with the exception of Pharmacy, which is EC \$1373.00 + EC \$30 registration fee each semester. See appendix for full listing of programme fees.**





## Departments and Programmes

### Department of Arts and Humanities

- Associate Degree in Arts and Humanities
- Associate Degree in English
- Associate Degree in General Studies\*
- Associate Degree in Modern Languages

### Department of Business Studies

- Associate Degree in Business Studies\*
- Associate Degree in Office Administration

### Department of Natural and Related Sciences

- Associate Degree in Environmental Technology
- Associate Degree in General Agriculture
- Associate Degree in Natural Sciences
- Associate Degree in Nutrition and Dietetics
- Associate Degree in Pharmacy

### Department of Social Sciences

- Associate Degree in Physical Education and Sports
- Associate Degree in Psychology\*
- Associate Degree in Social Sciences\*
- Associate Degree in Social Work

### Department of Teacher Education

- Associate Degree in Teacher Education, Early Education Childhood
- Associate Degree in Teacher Education, Primary
- Associate Degree in Teacher Education, Secondary

**\*Also available at the Carriacou Campus**



## ASSOCIATE DEGREE IN ARTS & HUMANITIES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and 2 of the following subjects: English Literature, History, Art, Spanish or French.

### MAJORS:

One Language (French, Spanish or English); Literatures in English, History, Visual Art

### DESCRIPTION:

This programme provides students with a greater understanding of the fundamentals of Drawing and Painting, Literatures, Languages and the History of different cultures and times. Students study the art, music, Languages and literature that create the social fabric of many cultures both ancient and contemporary. Students choose 2 (two) of five possible majors from: Art & Design, Literatures in English, History, French or Spanish.

### CORE COURSES

#### ART AND DESIGN

- Art History
- Art History Research Project
- 2D Art & Design Fundamentals
- Portraits, Figures & Portfolio
- 3D Art & Design Fundamentals
- 3D Processes & Portfolio Practice
- Design and Illustration Fundamentals
- Textile Arts Fundamentals
- Creative Research Journal
- Design and Illustration Portfolio Practice
- Textile Arts Portfolio Practice
- Creative Practice Project

#### LITERATURES IN ENGLISH

- Drama I
- Poetry I
- Prose Fiction I
- Drama II
- Poetry II
- Prose Fiction II

#### HISTORY

- Indigenous Societies
- Slave Societies
- Freedom in Action
- Atlantic Worlds: Interaction
- Atlantic Development: Identity & Industry
- International Relations: Conflict & Liberation
- History of Grenada

#### ANY ONE LANGUAGE

- Review Modern Language Programme

#### POSSIBLE CAREER:

- Curator
- Conservator
- Artist
- Archaeologist
- Anthropologies
- Teacher in the related field of study



## ASSOCIATE DEGREE IN ENGLISH

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and English B

### MAJORS:

None

### DESCRIPTION:

This programme has been developed to give students more understanding and exposure to the structure and grammar of the English language. Students will develop a greater understanding of the range of the different varieties, registers and styles associated with English as well as the contexts in which these are deemed appropriate. The degree also aims to foster students' appreciation and comprehension of regional dialects and creoles with a view to creating cultural awareness and identity acceptance or affirmation.

### CORE COURSES

- English Grammar I
- The Structure of the English Language
- Drama I
- Poetry I
- Caribbean English Creoles & Dialects/World English
- English Grammar II
- Prose Fiction I
- Advanced Academic Reading and Composition
- Drama II
- Poetry II
- An Introduction to Technical Writing
- Writing Portfolio Practice- Independent Project
- Prose Fiction II

### POSSIBLE CAREER:

- Linguist
- Editor
- Journalist
- Language Engineer
- Language Programmer
- English Teacher



## ASSOCIATE DEGREE IN GENERAL STUDIES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and the majors to be pursued

### MAJORS:

Accounting; Art & Design; Biology; Chemistry; Economics; English; French; Geography; History; Law; Literatures in English; Mathematics; Management of Business; Physics; Psychology; Sociology; Spanish

### DESCRIPTION:

This programme is designed to equip students with skills from various domains such as Social Sciences, Business Studies, Natural Sciences and Arts and Humanities. Depending on the combinations, at the end of their studies, students can fit into a variety of career fields.

### CORE COURSES

- Review on the various Associate Degree Programmes where the majors are offered

### POSSIBLE CAREER:

- Wide Range of Career possibilities based on majors pursued

## ASSOCIATE DEGREE IN MODERN LANGUAGES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and the Languages to be studied.

### MAJORS:

French, English, Spanish

### DESCRIPTION:

This programme is designed to enhance student's competence in the four skill areas of the languages- listening, speaking, reading and writing. They are also exposed to the culture and literature of at least two languages: French, Spanish or English.

### CORE COURSES

#### ENGLISH

- Drama I
- Poetry I
- Prose Fiction I
- Drama II
- Poetry II
- Prose Fiction II

#### FRENCH

- L'Individu, La Famille et la vie Journalière
- La Société et Les Affaires Sociales
- L'Environnement
- Language & Societal Issues I
- Language & Societal Issues II
- L'Actualité
- La Science et La Technologie
- L'Industrie, Le Commerce et L'Economie
- Civilization and the Media
- Science, Economy & Trade

#### SPANISH

- El Individuo, La Familia, y La Vida Diaria
- La Sociedad y Los Asuntos Sociales
- El Medio Ambiente
- Language & Societal Issues I
- Language & Societal Issues II
- Las Actualidades
- La Ciencia y la Tecnología
- La Industria, El Comercio y Los Asuntos Económicos
- Civilization & the Media
- Science, Economy & Trade

#### POSSIBLE CAREER:

- Linguist
- Transcriptionist
- Lexicographer
- Translator
- Interpreter



# ASSOCIATE DEGREE IN BUSINESS STUDIES

## ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and any two of the following subjects: Economics/Mathematics, Principles of Accounts, Principles of Business

## MAJORS:

Accounting; Business Management; Economics

## DESCRIPTION:

This programme provides students with a solid foundation in business knowledge, skills and practices to enable them to pursue successful careers in business or to further their studies. Students are provided with the opportunity to study courses from a range of business areas including accounting, economics and business management.

## CORE COURSES

### ACCOUNTING

- Accounting Theory, Recording & Control Systems
- Accounting for Different Forms of Business Organizations
- Financial Reporting & Interpretation
- Costing Principles
- Costing Systems
- Planning and Decision Making
- Computerized Accounting

### BUSINESS MANAGEMENT

- Business Finance & Accounting
- Business & its Environment
- Management of People
- Production & Operation Management
- Fundamentals of Marketing
- Small Business Management
- Business Law
- College Mathematics

### ECONOMICS

- Methodology of Economic Demand and Supply Analysis
- Market Structure and Market Failure
- Distribution Theory and Application of Recent Theoretical Developments
- Models of Macro-Economy
- Macro-Economics Policy
- Growth, Development and International Economic Relations

### POSSIBLE CAREER:

- Accountant
- Manager
- Finance Office
- Payroll Clerk
- Supervisor





# ASSOCIATE DEGREE IN OFFICE ADMINISTRATION

## ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and any one of the following: Principles of Business, Social Studies, Office Administration, French/Spanish

## MAJORS:

None

## DESCRIPTION:

This programme prepares students for a career in office administration. Students develop office skills, learn administrative procedures and study computer applications using Microsoft Office and other software packages such as QuickBooks. Emphasis is placed on the development of strong technical, communication and human relations skills and also document production.

## CORE COURSES

- Word Processing Techniques
- Word Processing Techniques II
- Word Processing Techniques III
- Word Processing Techniques IV
- Power Point and Internet Use
- Introduction to Database
- Spreadsheet Processing Techniques Essential
- Spreadsheet Processing Techniques Intermediate
- Spreadsheet Processing Techniques Advanced
- Fundamentals of Arithmetic
- Business Mathematics
- Introduction to Statistics
- Internship
- Typewriting I
- Typewriting II
- Typewriting III
- Typewriting IV
- Principles of Speedwriting
- Speed Building I
- Speed Building II
- Social Skills
- Business Communication I
- Business Documents & Job Preparations
- Office Administration I
- Office Administration II
- Management of People
- Introduction to Principles of Accounts
- Computerized Accounting
- Business Ethics



## POSSIBLE CAREER:

- Office Administrator
- Office Managers
- Business Administrators
- Administrative Assistance
- Secretary

## ASSOCIATE DEGREE IN GENERAL AGRICULTURE

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and one science subject

### MAJORS: NONE REQUIRED

### DESCRIPTION:

This programme is designed to produce graduates with the prerequisite knowledge, skills and attitudes to undertake job responsibilities. Further, it provides a solid base for advanced studies in various fields of agriculture at the undergraduate level. During the two-year tenure, students will engage in practical activities relative to crop; and will be exposed to the use of modern scientific and business-like approaches to agriculture and farming.

### CORE COURSES

- Soil Science
- Plant Physiology Taxonomy & Ecology
- Introductory Biochemistry & Organic Chemistry
- Sustainable Natural Resources
- Farm Practical
- Vegetable Production
- Apiculture
- Poultry Production
- Ruminant Production
- Agribusiness Management
- Plant Propagation
- Plant Pathology
- Irrigation and Drainage
- Non-Ruminant Production

### RELATED COURSES

- Cell and Molecular Biology
- Genetics, Variation & Natural Selection
- Reproductive Biology
- Tree Crops Production
- Introduction to Animal Anatomy & Physiology
- Farm Building Tools & Machinery
- Principles of Pasture Management
- Land Surveying



**#Facts: First year of the programme is based at the Tanteen Campus; Second Year is primarily based at the Mirabeau Campus**

### POSSIBLE CAREER:

- Field Officer
- Entrepreneur
- Farmer
- Agriculturist
- Horticulturist
- Commercial/Farm Manager

## ASSOCIATE DEGREE IN ENVIRONMENTAL TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC subjects including English A and a related science subject (preferably Biology, Chemistry, Human and Social Biology).

### MAJORS:

NONE

### DESCRIPTION:

This is an inter-disciplinary programme that integrates society, economy and environment and equips the learner with the knowledge, skills and attitudes to understand and solve problems relating to local, regional environmental problems with a specific focus on the coastal zone and ocean. The programme further aims to integrate the community, institution and student through applied research.



### CORE COURSES

- Introduction to Biology
- Microbiology
- Fundamentals of Chemistry
- Industry and the Environment
- Introduction to Geomatics
- Advanced Geomatics
- Soil Science
- Ocean Literacy
- Introduction to Integrated Coastal Stewardship
- Ocean & Coastal Sampling
- Small Vessel Operation & Handling
- Sustainability of Natural Resources
- Environmental Industry Practice
- Lab & Field Equipment
- Health, Safety & the Environment
- Sustainable Entrepreneurship

### POSSIBLE CAREER:

- Field Officer
- Entrepreneur
- Farmer
- Agriculturist
- Horticulturist
- Commercial/Farm Manager

## ASSOCIATE DEGREE IN NATURAL SCIENCES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and the Sciences to be Studies (Biology, Chemistry, Physics, Mathematics)

### MAJORS:

Biology, Chemistry, Environmental Studies, Mathematics, Physics

### DESCRIPTION:

This programme provides students with the opportunity to meet the prerequisites to continue preparation for careers as doctors, dentists, veterinarians, biologists, chemists and mathematicians. Students must choose two subjects from the areas of: Biology, Chemistry, Physics or Mathematics.

### CORE COURSES

#### BIOLOGY

- Cell & Molecular Biology
- Genetics, Variation & Natural Selection
- Reproduction Biology
- Bioenergetics
- Biosystems Maintenance
- Applications of Biology

#### CHEMISTRY

- Fundamentals of Chemistry
- Kinetics & Equilibria
- Chemistry of Elements
- The Chemistry of Carbon Compounds
- Analytical Methods & Separation
- Industry & the Environment

#### ENVIRONMENTAL SCIENCES

- Fundamental Ecology Principles
- Human Population & the Environment
- Sustainable of Natural Resources
- Agriculture & the Environment
- Energy and the Environment
- Population of the Environment
- 15 hours training at Mirabeau Campus

#### MATHEMATICS

- Basic Algebra & Functions
- Plane Geometry
- Calculus I
- Calculus II
- Sequences, Series & Approximations
- Counting Matrices & Complex

#### PHYSICS

- Thermal & Mechanical Properties of Matter
- Oscillation & Waves
- Mechanics
- Electricity & Magnetism
- A.C. Theory & Electronics
- Atomic & Nuclear Physics



#### POSSIBLE CAREER:

- Any Science Related Field



# ASSOCIATE DEGREE IN NUTRITION & DIETETICS

## ADMISSION REQUIREMENT

5 CSEC subjects including English A and a related science subject (preferably Biology, Chemistry).

## MAJORS:

None

## DESCRIPTION:

This programme prepares graduates trained in nutrition and dietetics to satisfy the basic needs of the country and possibly the region. The programme provides a solid academic educational base and practical training for a variety of career opportunities through positions in health care, business, government service, private practice, food service industries, entrepreneurship, educational and community programs as well as preparing students for higher education. Its purpose is to enhance the nutritional well-being and health of individuals, families and populations, through the promotion of learning in nutrition and dietetics.



## CORE COURSES

- Profession of Dietetics
- Food Preparation I
- Foundations of Chemistry
- Sanitation, Safety and Hygiene
- Introduction to Organic & Inorganic Chemistry
- Nutrition I
- Food Science
- Anatomy & Physiology I
- Meal Management & Catering & Lab
- Introduction to Biochemistry & Lab
- Management of People

## CORE COURSES con'td

- Anatomy & Physiology II & Lab
- Introduction to Clinical Nutrition
- General Microbiology & Lab
- Nutrition in the Life Cycle
- Internship (6 weeks)

## POSSIBLE CAREER:

- Dietetic Technician
- Dietary Clerk
- Nutrition Care Assistant
- Food Technologist

## ASSOCIATE DEGREE IN PHARMACY

### ADMISSION REQUIREMENT

5 CSEC passes including English A, Mathematics, Biology and Chemistry

### MAJORS:

NONE

### DESCRIPTION:

This programme prepares learners for the contemporary role of the pharmacist, ensuring that patients and consumers obtain the most effective and appropriate medication usage and operates effectively as a member of a healthcare team. The programme of study comprise of Biological, Chemical, Biomedical, Pharmaceutical, Social, Behavioral, and Administrative Sciences. The didactic delivery of the programme includes lectures, laboratories, and clerkships for pharmacy practice, outreach, research projects and seminars. Emphasis is placed on Problem Solving Learning. Graduates of this programme may gain seamless entry into regional institutions to attain higher degrees. On completion of the programme, and possible internship\* graduates will be eligible for registration and licensing as a pharmacist in Grenada and other Eastern Caribbean Countries in areas of community and hospital pharmacy and in the pharmaceutical industry in distribution and marketing.

### CORE COURSES

- Fundamentals of Chemistry
- Cell & Molecular Biology
- Introduction to Pharmacy
- Microbiology
- Kinetics & Equilibria
- Chemistry of Elements
- Genetics, Variation & Natural Selection
- Pharmaceutical Calculations
- Anatomy & Physiology
- Dispensing Training
- The Chemistry of Carbon Compounds
- Bioenergetics
- Anatomy & Physiology II (Human)
- Pharmacology I
- Biostatistics & Research Methods
- Introduction Statistics
- Community Health
- Medicinal & Pharmaceutical Chemistry I
- Analytical Methods & Separation
- Pathology

### CORE COURSES CONT'D

- Pharmacology II
- Pharmaceutics I
- Pharmacognosy
- Small Business Management
- Entrepreneurship
- Compounding
- Pharmaceutics II
- Medicinal & Pharmaceutical Chemistry II
- Chemotherapy of Infectious Diseases & Neoplasms
- Project
- Professional Practice OTC
- Forensic Pharmacy
- Natural Medicine
- Clinical Pharmacy & Therapeutics II
- Toxicology
- Advance Professional Practice \_Clinicals
- 6 weeks summer attachment

### POSSIBLE CAREER:

- Pharmacist Technician



# ASSOCIATE DEGREE IN PHYSICAL EDUCATION

## ADMISSION REQUIREMENT

5 CSEC/GCE subjects, including English A, Mathematics, one science subject and Physical Education.

## MAJORS:

NONE

## DESCRIPTION:

This programme is for the student who desires a career in the exciting field of physical activity. The programme is designed to provide students with theoretical and practical knowledge in the areas of fitness, health and lifetime sports skills. Possible careers include physical education teacher, personal trainer, coach and fitness centre owner, to name a few..

## CORE COURSES

- Anatomy & Physiology I
- Principles of Coaching
- Nutrition
- Introduction to Table Tennis
- Or Introduction to Volleyball
- Or Introduction to Soccer
- Anatomy & Physiology II
- First Aid & Safety
- Organization & Administration of Sports
- Introduction to Lawn Tennis
- Or Introduction to Basketball
- Or Aerobics

## CORE COURSES CONT'D

- Fundamentals of Health & Physical Education
- Sports Injuries, Prevention & Therapy
- Introduction to Cricket
- Or Introduction to Track & Field
- Fitness and Testing
- Adapted Physical Education
- Introduction to Netball
- Or Introduction to Swimming
- Practicum



## POSSIBLE CAREER:

- Personal Trainer
- Coach & Fitness Trainer
- Physical Ed. Teacher
- Centre Owner

ASSOCIATE DEGREE IN PSYCHOLOGY

ADMISSION REQUIREMENT

5 CSEC subject including English A, and one science subject.

MAJORS:

NONE

DESCRIPTION:

This programme prepares students for a wide range of career opportunities in the field of behavioural sciences and related fields. Equally important is the fact that the Associate degree provides full credit transfer to other institutions for the purpose of satisfying the requirements for Bachelor’s Degree. The Associate Degree programme in Psychology is designed to cover two years of full-time or three years of part-time study. It consists of credits awarded in the pursuit of courses specific to the discipline as well as college credits based on general education courses and electives.

CORE COURSES

- Health Psychology
- History of Psychology
- Sensation & Perception
- Personality
- Lifespan I
- Introduction to Special Education
- Introduction to Educational Psychology
- Introduction to Industrial Organization Behavior

CORE COURSES CONT'D

- Social Psychology
- Introduction to Abnormal Psychology
- Cross-Cultural Psychology
- Lifespan II
- Counseling
- Motivation & Emotion
- Psychology of the Aged
- Introduction to Psychological Research

POSSIBLE CAREER:

- Social Services Field
- Probation Officer
- Researcher





ASSOCIATE DEGREE IN SOCIAL SCIENCES

ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and prerequisite for major: Psychology requires a science subject; Law requires History and/or English B; Sociology requires Social Studies; Geography requires Geography.

MAJORS:

Geography, Law, Psychology, Sociology

DESCRIPTION:

This programme focuses on the study of the society we live in; individuals, families, communities, governments, and cultures from various perspectives. This degree may be applied to a variety of occupations in the public and private sectors, including careers in administration, elder care, business management, government, health services, law enforcement, human resources, community service, and education.

CORE COURSES

GEOGRAPHY

- Population & Settlement
- Hydrological, Fluvial, Coastal & Limestone Environments
- Natural Events & Hazards
- Climate, Vegetation & Soils
- Economic Activity
- Development & Disparity in the Caribbean Region

LAW

- Caribbean Legal Systems
- Principles of Public Law
- Criminal Law
- Tort
- Law of Contract
- Real Property

PSYCHOLOGY

- Six (6) courses under the Associate Degree in Psychology Programme

SOCIOLOGY

- Sociology, Culture & Identity
- Social Institutions: Family Relation & Education
- Social Stratification & Social Mobility
- Population Studies
- Social Order, Social Control & Deviance
- Social Development & Poverty

POSSIBLE CAREER:

- Social Services Field
- Probation Officer
- Social Worker
- Teacher in the Social Area



ASSOCIATE DEGREE IN SOCIAL WORK

ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and Social Studies or History and/or Integrated Science. Applicants will be required to attend an interview subject

MAJORS:

None

DESCRIPTION:

This programme is designed for students to learn about human development, problems in human functioning, programs for helping people with their problems, advocacy and influencing public policy, and crisis intervention.



CORE COURSES

- Introduction to Psychology
- Human Behaviour in the Social Environment
- Social Problems
- Introduction to Social Work
- Theory & Practice
- Field Instruction I
- Family & Child Welfare
- Law & Social Work
- Counseling Skills
- Social Work and Family Life
- Theory & Practice
- Field Instruction II
- Social Work Research

RELATED COURSES

- Human Sexuality
- Social Work with Adolescents
- Social Work with Elderly

POSSIBLE CAREER:

- Social Services Field
- Probation Officer
- Social Worker
- Teacher in the Social Area

# ASSOCIATE DEGREE IN TEACHER EDUCATION, EARLY CHILDHOOD EDUCATION

**ADMISSION REQUIREMENT**

5 CSEC/GCE subjects including English A, Mathematics, a Social Science and a Science and one additional subject.

**MAJORS:**

None

**DESCRIPTION:**

The curriculum introduces the many facets of teaching from the foundation of designing instruction, classroom management and assessment to specialized topics such as, teaching diverse populations, and integrating the Arts into instruction.



**CORE COURSES**

- English for Communications I
- Child Development: Birth through 8 years old
- Philosophical Foundations of E.C
- Social Context of Education
- Seminar Series in Technology in Education
- Language Acquisition & Literacy Development
- English for Communication II
- Teaching Math to Young Children
- Early Childhood Science & Health
- Early Childhood Language Arts & Reading & Decorating
- Children's Literature in the Early Childhood Classroom
- Social Studies Method in the Early Childhood Classroom
- Reading & Writing Across the Curriculum
- Early Education Care of Infants and Toddlers

**CORE COURSES CONT'**

- Techniques in Classroom Investigation
- Classroom Processes & Instruction in the early Childhood Classroom
- Methods of Educational Assessment in the Early Childhood Classroom
- Inclusion of Children with Special Needs in the Early Childhood Classroom
- Creative Arts for the Young Child
- Seminars for Reflection on Classroom Practice
- Extended Classroom Practicum

**POSSIBLE CAREER:**

- Qualified Teacher Early Childhood Teacher

# ASSOCIATE DEGREE IN TEACHER EDUCATION, PRIMARY EDUCATION

## ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A, Mathematics, a Social Science and a Science and one additional subject.

## MAJORS:

None

## DESCRIPTION:

The curriculum introduces the many facets of teaching from the foundation of designing instruction, classroom management and assessment to specialized topics such as, teaching diverse populations, and integrating the Arts into instruction.

## CORE COURSES

- English for Communication I
- Curriculum Issues in Language Arts Education
- Foundations in Child Development & Principles of Learning
- Social Context of Education
- Seminar Series in Technology in Education
- English for Communication II
- Managing Instruction & Classroom Dynamics at the Primary Level
- Primary Science & Technology Teaching I
- Developing Number Concepts & Operations
- Planning, Teaching & Assessing Social Studies in the Primary Grades
- Promoting Reading in the Primary Grades
- Reading & Writing Across the Curriculum

## CORE COURSES CONT'D

- Techniques in Classroom Investigation
- Introductory Science II
- Promoting Understanding of Key Concepts in Primary Mathematics
- Methods of Inquiry & Fieldwork in Social Studies
- Promoting Writing in the Primary Grades
- Seminars for Reflection on Classroom Practice
- Extended Classroom Practicum (10 weeks)

## POSSIBLE CAREER:

- Qualified Teacher Primary Teacher





ASSOCIATE DEGREE IN TEACHER EDUCATION,  
SECONDARY

ADMISSION REQUIREMENT

5 CSEC passes including English A, specific requirements for specialization in various subject areas – A Level or CAPE – 2 Units or an Associate Degree in specialist subject and at least CSEC or equivalent in the Minor; Social Studies is not done at A Level and as such the following passes will be accepted as it requirements: A level Geography or History, OR CAPE – 2 unites in either Geography or History or Sociology. Each Applicant will be interviewed.

MAJORS:

Based on Teacher Area at Secondary School

DESCRIPTION:

The curriculum introduces the many facets of teaching from the foundation of designing instruction, classroom management and assessment to specialized topics such as, teaching diverse populations, and integrating the Arts into instruction.

CORE COURSES

- English for Communication 1
- Adolescent Development & Learning
- Intro. to the Social & Cultural Foundations of Education
- Seminar Series in Technology in Educ.
- Teaching Language in the Caribbean Context
- Issues in Teaching & Learning Maths
- Planning & Teaching Geography in Sec. Sch.
- The Nature and Purpose of History
- An Introduction to Issues, Approaches & Methods in the Teaching/Learning of Foreign Languages
- Introduction to Social Studies Education
- Secondary Science & Technology Teaching 1
- English for Communication II
- Principles of Assessment for Secondary Teachers

CORE COURSES CONT'D

- Managing Instruction & Classroom Dynamics at the Secondary Level
- Content Area Reading & Writing for Secondary Teachers
- Teaching Adolescent Literature
- Developing Number & Algebra Concepts in the Lower Secondary Classroom
- Catering to Struggling Students in Mathematics Classrooms
- Managing Field Studies in Geography
- Regional Environments: Issues & Challenges for the Caribbean
- Perspectives on Themes in West Indian Post-Emancipation History
- Using Instructional Media, Interactive & Multi-Modal Techniques in History
- Foreign Language Methods & the Principles of Second Language Acquisition
- Applied Methodologies: Strategies in the Teaching if Foreign Languages



## ASSOCIATE DEGREE IN TEACHER EDUCATION, SECONDARY CONT'D

### CORE COURSES CONT'D

- Instruction & Assessment in Secondary School Social Studies
- Social Studies for Our Contemporary Social Environment
- Basic Physical Sciences 1 & 2
- Reading & Writing Across the Curriculum
- Techniques in Classroom Investigation
- Integrating Literature in the Language Classroom
- Assessment in English
- Developing Geometry & Trigonometry Concepts in Secondary Classrooms
- Advanced Concepts in Mathematics
- Geography for Sustainability
- Skill Development in Geography Education
- Teaching History: Pedagogy & Practice
- The Teaching of History for CXC General Proficiency
- The Teaching of Foreign Languages for the CSEC Examinations
- The Teaching of Foreign Languages for the CAPE Exams in French and Spanish
- Methods of Inquiry & Fieldwork in Secondary Social Studies
- Understanding Caribbean Societies
- Secondary Science & Technology Teaching II
- Basic Life Sciences
- Seminars for Reflection on Classroom Practice
- Extended Classroom Practicum



### POSSIBLE CAREER:

- Qualified Secondary Teacher in Specialized Subject Area



**NOTE: Some General Education Courses are compulsory for required programme.**

This General Education Outline does not apply to the Teacher Education Programmes

## COMMUNICATION SKILLS

- Gathering & Processing Information
- Language & Community
- Speech & Writing

## PHILOSOPHY/RELIGION

- Introduction to Philosophy
- Critical Thinking
- Religious Thoughts & Practice

## ARTS & MODERN LANGUAGE

- Music Appreciation
- Basic French
- Basic Spanish
- Basic Chinese
- Basic German
- College Reading
- Creative Writing
- History of Grenada
- Public Speaking

## CARIBBEAN STUDIES

- Caribbean Society & Culture
- Challenges of Development
- Independent Study

## SOCIAL SCIENCE AND BUSINESS STUDIES

- Introduction to Political Science
- Introduction to Psychology
- Entrepreneurship
- Introduction to Sociology
- Fundamentals of Health & Physical Education

## MATH/SCIENCE

- Introduction to Biology
- College Mathematics
- Introduction to Statistics
- Nutrition
- Environmental Science
- Introduction to Computers

## GENERAL COURSE

Introduction to College Life

## SCHOOL OF APPLIED ARTS AND TECHNOLOGY (SAAT)

### BRIEF DESCRIPTION

The School of Applied Arts and Technology (SAAT) is referred to as the 'applied arm' of the College. It offers Associate Degree and Certificate TVET programmes to persons who wish to develop competencies in specific areas or to upgrade their skills, or for those who plan to matriculate into universities and other institutions of higher education.

The School offers ten (11) Associate Degree programmes and one (1) Certificate programme.

Within the School of Applied Arts and Technology there are four key departments: Building Construction Technology; Computer and Electronics Technology, Mechanical Technology and Tourism and Hospitality.

### GENERAL INFORMATION FOR SAAT STUDENTS

#### General Admission:

- Associate Degree: students must have a minimum of five (5) CSEC subjects including English A, and specific subjects for the selected programme
- Level II, Certificate: students must have a minimum of four (4) CSEC subjects including English

#### Study Option:

- Full Time (only)

#### Duration:

- 2 years

#### Tuition (Grenadian National):

- All programmes offered under this School is: EC \$810.00 per year + EC \$30.00 registration fee each subsequent semester. See appendix for full listing of programme fees.





## Departments and Programmes

### Department of Building Construction Technology

- Associate of Applied Science in Building Technology
- Associate of Applied Science in Building Trades and Services
- Associate of Applied Science in Electrical Technology
- Associate of Applied Science in Heating, Ventilation, Air Conditioning and Refrigeration Technology

### Department of Computer and Electronics Technology

- Associate of Applied Science in Computer Systems Technology
- Associate of Applied Science in Electronics Technology
- Associate of Applied Science in Information Technology

### Department of Computer and Electronics Technology

- Level II, Automotive Service Technology
- Associate of Applied Science in Mechanical Technology

### Department of Tourism and Hospitality Studies

- Associate of Applied Science in Culinary Arts
- Associate of Applied Science in Food and Beverage Management
- Associate of Applied Science in Hospitality Studies
- Associate of Applied Science in Tourism Studies



## ASSOCIATE OF APPLIED SCIENCE IN BUILDING TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A, Mathematics or Physics and a technical subject in building trade.

### DESCRIPTION:

This programme exposes students to different areas related to modern construction technology and design. Students will be exposed to global design standards, and will use this experience to design small residential, commercial and industrial projects.

### CORE COURSES

Construction Safety & Health Practices  
Building Technology I  
Building Technology II  
Architectural Engineering Drawing I  
Architectural Engineering Drawing II  
Computer Aided Design I  
Computer Aided Design II  
Building Environmental Science  
Statics  
Introduction to Land Development  
Architectural Design and Drafting I  
Civil Design and Drafting I  
BCT Design and Drafting project

#### Pass any two of these courses

Strengths of Materials  
Construction Surveying  
Construction Estimating  
Construction Scheduling

### POSSIBLE CAREER:

- Draftsman
- Designer
- Site Manager
- Assistant to Professional Designers
- Teacher in the related field of study

### RELATED COURSES

- Timber Technology I
- Masonry Technology I
- Plumbing Technology I
- Electrical Technology I
- Related HVAC
- College Mathematics I
- Introductory College Physics

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Social Skills
- Entrepreneurial Skills
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme



## ASSOCIATE OF APPLIED SCIENCE IN BUILDING TRADES AND SERVICES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and a technical subject in the building trade. Passes in Mathematics or Physics will be an asset.

### DESCRIPTION:

This programme prepares students for entry level positions in construction trades and building services, primarily masonry and carpentry with exposure to plumbing, electrical, HVAC and finishes; as well as further studies in Construction Technology. Additionally, emphasis is placed on the business of construction and the variety of career options within the industry that students can further venture into, if so desire.

### CORE COURSES

Occupational Health & Safety  
Introduction to Land Development  
Print Reading and Drafting I  
Print Reading and Drafting II  
Building Technology I  
Building Technology II  
Carpentry and Joinery I  
Carpentry and Joinery II  
Masonry Technology I  
Masonry Technology II  
Construction Estimating  
Construction Scheduling

### RELATED COURSES

- Plumbing Technology I
- Electrical Technology I
- Related HVAC
- Finishes

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Basic Spanish
- Social Skills
- Entrepreneurial Skills
- Applied Mathematics
- Introductory College Physics
- Basic Mathematics Skills
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

### POSSIBLE CAREER:

- Joiner
- Plumber
- Mason
- Carpenter
- Entrepreneur



## ASSOCIATE OF APPLIED SCIENCE IN ELECTRICAL TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and one of the following: Mathematics, Physics or a related technical subject.

### DESCRIPTION:

This programme prepares students for entry level positions as electrical technicians, instrument engineers, electrical wiremen and linesmen, and electrical inspectors. The core courses provide students with a foundation in domestic and industrial distribution, transformer systems, circuit analysis, control systems and planning and arranging electrical installation.

### CORE COURSES

- Electrical Health & Safety Practices
- Principles of Electrical & Electronic Engineering
- Circuit Analysis I
- Electrical Installation I
- Measurement & Instrumentation
- Circuit Analysis II
- Electrical Machines I
- Electrical Machines II
- Control Systems
- Electrical Installation II
- Power Distribution System
- Data Communication and Networking
- Renewable Energy
- HVACR Systems
- Project Design & Management

### RELATED COURSES

- Introductory College Physics
- Electrical prints and CAD
- Related Construction
- Applied Mathematics

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Caribbean Studies
- Critical Reasoning
- Social Skills
- Entrepreneurial Skills
- Introduction to Computers
- Critical Reasoning
- Basic Spanish
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

### POSSIBLE CAREER:

- Electrical Technician
- Instrument Engineer
- Electrical Wireman and Linesman
- Electrical Inspector
- Entrepreneur





## ASSOCIATE OF APPLIED SCIENCE IN HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and one of the following: Mathematics, Physics or a related technical subject.

### DESCRIPTION:

This programme is designed to provide students with the knowledge and skills required for a career in Heating, Ventilating, Air Conditioning and Refrigeration (HVACR) industry. It emphasizes the science, technology and craft of the trade. Students have the opportunity to develop and demonstrate skills in welding, sheet metal, electrical, plumbing, heating, refrigeration and air conditioning. It also entails the design stages of HVACR systems..

### CORE COURSES

- Occupational Health & Safety
- Tools and Instruments
- HVACR Fundamentals
- Applied Electricity
- Principles & Applications of AC Systems
- Principles & Applications of Heating Sys.
- Control Systems
- Residential & Commercial AC Systems
- Refrigeration Systems
- Advanced Troubleshooting
- Project Design & Management

### RELATED COURSES

- Principles of Electrical/Electronic Eng.
- Welding, Brazing & Soldering
- CAD for HVACR
- Introductory College Physics
- College Mathematics I
- College Mathematics II
- Applied Plumbing
- Duct Fabrication & Design
- Renewable Energy

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Basic Mathematics Skills
- Fundamentals of Mathematics
- Introduction to Computers
- Social Skills
- Caribbean Studies
- Entrepreneurial Skills
- Critical Reasoning
- Community Service
- Conversational Spanish
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

### POSSIBLE CAREER:

- Refrigeration/AC Technician
- Entrepreneur



## ASSOCIATE OF APPLIED SCIENCE IN COMPUTER SYSTEMS TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and Mathematics. Electronic, Physics and any other Science subject are assets.

### DESCRIPTION:

This programme is designed to prepare candidates with the knowledge and hands-on practical skills to analyze, design, build, repair and maintain computer systems and other electronic devices. This programme entails a unique blend courses for the field of computer science, information technology and electronic technology. Candidates will also develop skills in areas that allow them to develop, program and install both hardware and software.

### CORE COURSES

- Occupational Health & Safety Practices
- Fundamental Concepts in Computing
- Fundamentals of Computer Hardware
- Introduction to Programming
- Operating System
- Intro. To Relational Database
- Web Design
- Networking I
- Networking II
- Database Systems
- Introduction to Computer Repairs
- Basic Electronics
- Analog Electronics
- Electronic Communication Systems
- Consumer Electronics
- Capstone Project
- Internship

### POSSIBLE CAREER:

- Web & Mobile App Developer
- Database Administrator
- Network Support Specialist
- Hardware Technician
- Computer Hardware Engineer and System Administrator

### RELATED COURSES

- Introductory College Physics
- College Mathematics I
- CAD for Electronics
- Data Security Concepts
- Related Electricity
- Digital Electronics
- College Mathematics II
- Microcomputer Applications
- Control Systems

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Social Skills
- Critical Reasoning
- Caribbean Studies
- Basic Spanish/Chinese
- Entrepreneurial Skills
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme



## ASSOCIATE OF APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and Mathematics. Electronic, Physics and any other Science subject are assets.

### DESCRIPTION:

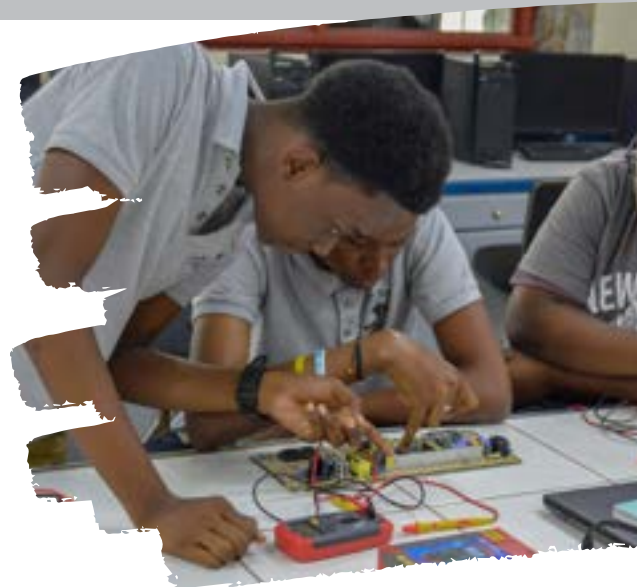
This programme is designed to prepare candidates with the knowledge and hands-on practical skills to install, maintain, and repair electrical and electronic equipment. Major emphasis is placed on applied sciences, mathematics and programming to develop candidate's ability to solve problems. This programme entails a unique blend of courses for the field of computer science, information technology and electronic engineering. Candidates will also develop skills in areas that allow them to develop, program and install both hardware and software.

### CORE COURSES

- Occupational Health & Safety Practices
- Basic Electronics 3 Credits
- Electrical Principles 3 Credits
- Analog Electronics 3 Credits
- Electronic Communication Systems
- Digital Electronics
- Control Systems 3 Credits
- Measurement and Instrumentation
- Electronic Surveillance Systems
- Consumer Electronics 3 Credits
- Energy Systems 3 Credits
- Fundamentals of Motors & Generators
- Industrial Electronics
- Power Electronics
- CAD for Electronics
- Capstone Project

### POSSIBLE CAREER:

- Automotive Manuf Aerospace
- Telecommunication Technician
- Computer Engineering Robotics and Design Industry
- Entrepreneur



### RELATED COURSES

- Introductory College Physics
- College Mathematics I
- Introduction to Programming
- Embedded Systems
- College Mathematics II

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Social Skills
- Introduction to Computers
- Critical Reasoning
- Caribbean Studies
- Entrepreneurial Skills
- Basic French/Basic Spanish
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

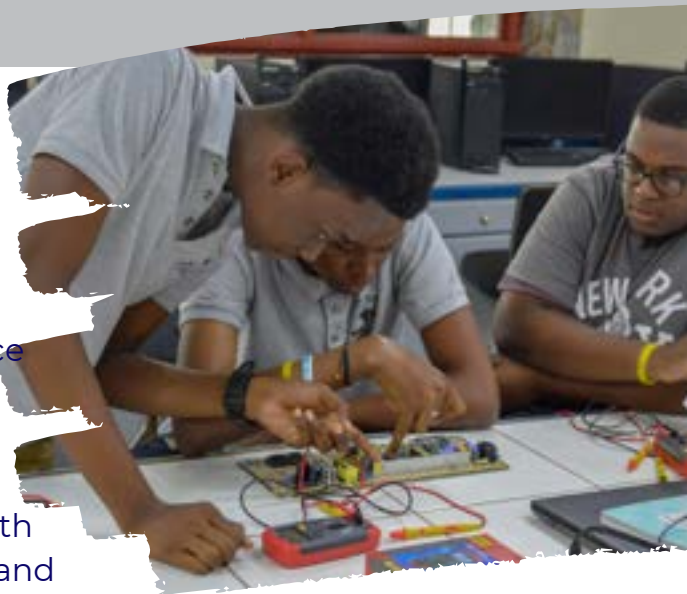
## ASSOCIATE OF APPLIED SCIENCE IN INFORMATION TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and Mathematics. Electronic, Physics and any other Science subject are assets.

### DESCRIPTION:

This programme is designed to prepare candidates with the knowledge and technical skills to analyze, design and manage computer systems. Programming is a major emphasis in this degree; therefore, candidates will become competent in a variety of programming languages like C, C++, html and Java.



### CORE COURSES

- Occupational Health & Safety
- Fundamental Concepts in Computing
- Fundamentals of Computer Hardware
- Introduction to Programming
- Operating System
- Introduction to Relational Databases
- Data Structures & Algorithms
- Networking I
- Management of Information Systems
- JAVA Programming
- Data Security Concepts
- Networking II
- Database Systems
- Introduction to Computer Repairs
- Capstone Project
- Internship

### RELATED COURSES

- Mathematics for Information Technology
- Microcomputer Applications
- Web Design
- Introduction to Computer Graphics
- Human and Computer Interaction
- College Mathematics I

### GENERAL EDUCATION COURSES

- English & Communication I
- English & Communication II
- Fundamentals of Mathematics
- Social Skills
- Critical Reasoning
- Caribbean Studies
- Entrepreneurial Skills
- Basic Spanish/Basic Chinese
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Web developer
- Database administrator,
- Networker,
- Computer programmer and system administrator,
- Self-employed IT technical support.

NOTE: SOME G.E courses will be Mandatory for this programme

## LEVEL II, CERTIFICATE IN AUTOMOTIVE SERVICE TECHNOLOGY

### ADMISSION REQUIREMENT

4 CSEC/GCE subjects including English A. Math is an asset.

### DESCRIPTION:

This programme will provide students with basic skills and knowledge which are required in the automotive field. It entails training in electrical systems, engine performance, transmissions, brakes, steering, suspension systems and air conditioning. Students will receive hands-on practice on up-to-date repair and diagnostic equipment that are currently used in the automotive trade. The training is done in accordance with the Society of Automotive Engineering (SAE) and ISO.



### CORE COURSES

- Occupational Safety & Health Practices
- Introduction to Automotive Mechanics
- Engine Fundamentals
- Electrical and Electronic systems
- Engine Performance and Computer
- Clutches, Transmission & Transaxles
- Drive lines, Axles and Differentials
- Braking, Steering and Suspension systems
- Glass and Interior Installation
- Estimating Management and Appraisal
- Student Project
- Internship

### RELATED COURSES

- Bench Fitting Technology 2 Credits
- Introduction to Welding 3 Credits
- Mechanical Drawing 2 Credits
- Automotive Air Conditioning & Heating Systems
- Basic Electronics

### GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Basic Mathematics Skills
- Fundamentals of Mathematics
- Social Skills
- Entrepreneurial Skills
- Introduction to Computers
- Conversational Spanish
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

### POSSIBLE CAREER:

- Auto part sales agent
- Entrepreneur
- Welder
- Mechanic



## ASSOCIATE OF APPLIED SCIENCE IN MECHANICAL TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A, Mathematics, Physics, and one other Technical subject.

### DESCRIPTION:

This programme provides students with practical engineering principles, designs of prototypes using CAD software, qualities of commonly used materials and lab exercises.

### CORE COURSES

- Occupational Health and Safety
- Bench Fitting
- Machine Technology
- Computer Aided Design
- Principles of Electrical Engineering
- Materials and Processes
- Installation, Repairs & Maintenance of Industrial Equipment
- Project Management Design

### MACHINE SHOP

- Centre Lathe Technology
- Milling Machine Technology
- Grinding and Shaping Machine Technology

### WELDING

- Gas Welding
- Arc and Mig Welding
- Tig Welding

### POSSIBLE CAREER:

- mechanical engineer,
- fitter machinist,
- professional welder,
- automotive AC technician,
- pneumatics engineer



### RELATED COURSES

- Mechanical Drawing
- Related Automotive
- Introduction to College Physics
- College Mathematics I
- Basic Electrical
- Applied Fluid Mechanics

### GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Fundamentals of Mathematics
- Social Skills
- Entrepreneurial Skills
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

## ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Mathematics is an asset.

### DESCRIPTION:

This programme prepares graduates trained in Culinary Arts to satisfy the basic needs of the country and possibly the region. This program prepares students to provide professional chef and related cooking services in restaurants and other commercial food establishments. It includes instruction in recipe and menu planning, preparation and cooking of foods, supervising and training kitchen assistants, the management of food supplies and kitchen resources, aesthetics of food presentation, and familiarity or mastery of a wide variety of cuisines and culinary techniques.

### CORE COURSES

- Food Preparation I
- Food Preparation II
- Food Preparation III
- Baking Technology I
- Baking Technology II
- Sanitation, Safety and Hygiene
- Food Science and Nutrition
- Food and Beverage Service I
- Wines and Spirits
- Food Production & Service
- International Cuisine
- Food Art Presentation
- Food and Beverage Cost Controls
- Kitchen Organization
- Internship

### POSSIBLE CAREER:

- Restaurant Chef
- Personal Chef
- Caterer
- Baking and Pastry Chef
- Restaurant Manager



### RELATED COURSES

- Introduction to Tourism & Hospitality
- Quality Customer Care
- Introduction to Management
- Entrepreneurship
- Hospitality Law

### GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Basic Mathematics Skills
- Fundamentals of Mathematics
- Introduction to Computers
- Social Skills
- Caribbean Studies
- Critical Reasoning
- Basic Spanish
- Basic French
- Community Service
- Introduction to College Life

NOTE: SOME G.E courses will be Mandatory for this programme

## ASSOCIATE OF APPLIED SCIENCE IN FOOD AND BEVERAGE MANAGEMENT

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A.

### DESCRIPTION:

This programme prepares graduates trained in Food and Beverage to satisfy the basic needs of the country and possibly the region. Food & Beverage (F&B) Management is a segment of the hospitality industry that focuses on operations in restaurants, hotels, resorts, catering companies, hospitals, hotels, and more. It focuses more on the business side of the food service industry, which includes areas like ordering and inventory, managing budgets, and planning and costing menus. Also included is the Human Resources functions, like hiring, training, managing both front of house and back of house staff and a better understanding of restaurant finances, so they can reduce costs and maximize profits. F&B Operations therefore bridges the gap between your cooking skills and your business skills. Graduates qualify to assume entry-level positions in catering companies, in the hotel/restaurant industry or to pursue a Bachelor's Degree in the field.

### CORE COURSES

- Food Preparation I
- Food Preparation II
- Bar Operations
- Food and Beverage Service I
- Sanitation, Safety and Hygiene
- Food Science and Nutrition
- Quantity Food Production & Service
- Purchasing and Materials Management
- Food and Beverage Cost Controls
- Food and Beverage Management
- Event and Conference Management
- Internship

### POSSIBLE CAREER:

- Caterer
- Bartender
- Event Planner
- Entrepreneur

NOTE: SOME G.E courses will be Mandatory for this programme

### RELATED COURSES

- Introduction to Tourism & Hospitality
- Quality Customer Care
- Entrepreneurship
- Introduction to Management
- Dietary Management in the Life Cycle
- Marketing I
- Accounting I
- Hospitality Law

### GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Basic Mathematics
- Fundamentals of Mathematics
- Social Skills
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Basic French
- Basic Spanish
- Community Service
- Introduction to College Life



## ASSOCIATE OF APPLIED SCIENCE IN HOSPITALITY STUDIES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A.

### DESCRIPTION:

This programme prepares graduates trained in hospitality to satisfy the basic needs of the country and possibly the region. This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and all of the functional areas of the hospitality industry, including travel and tourism, lodging, food services, and recreation. The Programme provides a solid academic/educational base and practical training for a variety of career opportunities especially positions in tourism, food service industries, business, government service, private practice, entrepreneurship, educational and community programs as well as preparing students for higher education. The purpose of this area of study is to enhance the knowledge, skills and appropriate attitudes to satisfy the demands of this dynamic and growing industry through the promotion of learning in tourism and hospitality studies. It addresses the growing need for a common, competency-based curriculum and provides the employers with potential employees who possess a sound theoretical and practical base.

### CORE COURSES

- Accommodations I
- Accommodations II
- Food and Beverage Service I
- Food Preparation I
- Bar Operations
- Sanitation, Hygiene and Safety
- Food and Beverage Cost Controls
- Events and Conference Management
- Hospitality Marketing
- Hospitality Accounting
- Internship

### POSSIBLE CAREER:

- Front Desk Manager
- Hotelier
- Events Planner

NOTE: SOME G.E courses will be Mandatory for this programme



### RELATED COURSES

- Introduction to Tourism & Hospitality
- Quality Customer Care
- Entrepreneurship
- Marketing I
- Accounting I
- Introduction to Management
- Hospitality Law

### GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Basic Mathematics
- Fundamentals of Mathematics
- Social Skills
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Basic French
- Basic Spanish
- Community Service
- Introduction to College Life

ASSOCIATE OF APPLIED SCIENCE IN  
TOURISM STUDIES

ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A.

DESCRIPTION:

This programme prepares graduates trained in tourism and hospitality to satisfy the basic needs of the country and possibly the region. The Tourism programme prepares students to work in the dynamic tourism industry in sectors like hospitality, travel and tourism. The course gives you the knowledge and understanding of how tourism businesses operates, behavior of tourists and the various impacts tourism has on countries, cultures and the environment. It also helps to develop a wide range of skills that can be applied to a variety of managerial and entrepreneurial roles in the expanding tourism industry. The programme particularly emphasizes the cultural and political aspects of tourism, its special models in different societies and its impact on the regional and global economy. It also prepares students to plan a wide range of tourism activities and manage tourist products considering existing circumstances and conditions.

CORE COURSES

- Food Preparation I
- Bar Operations
- Food and Beverage Service
- Events and Conference Management
- Sanitation, Hygiene and Safety
- Hospitality Accounting
- Internship
- Tourism Marketing
- Tourism Planning & Policy
- Tourism Product Development
- Global Tourism Impacts
- Resort Planning & Development
- Sustainable Tourism

RELATED COURSES

- Introduction to Tourism & Hospitality
- Quality Customer Care
- Entrepreneurship
- Marketing I
- Accounting I
- Introduction to Management
- Hospitality Law

GENERAL EDUCATION COURSES

- English & Communications I
- English & Communication II
- Basic Mathematics
- Fundamentals of Mathematics
- Social Skills
- Introduction to Computers
- Caribbean Studies
- Critical Reasoning
- Basic French
- Basic Spanish
- Community Service
- Introduction to College Life

POSSIBLE CAREER:

- Tour Guide Operator
- Tourism Officer
- Travel Agent Manager
- Entrepreneur in the related field

NOTE: SOME G.E courses will be Mandatory  
for this programme



SCHOOL OF CONTINUING EDUCATION (SCE)

BRIEF DESCRIPTION

The School of Continuing Education is the official outreach arm of T.A. Marryshow Community College. This School focuses primarily on the vast majority of men and women outside of the formal education and training system to help improve their livelihood and intellectual development. Secondly, attention is given to linkages with the business and private sector to promote requisite training in skills for personal and national development and to collaborate with reputable institutions to obtain accreditation for its Certificate and Associate Degree programmes.

The School offers eleven (11) Associate Degree Programmes, eleven (11) Technical Diploma Programmes, and a wide variety of short-term certificate and foundation courses. Within the School of Continuing Education, there are three (3) main departments: Access and Professional Studies, Infomatics, and Technical, Vocational Education and Training.

GENERAL INFORMATION FOR SCE STUDENTS

General Admission:

- Associate Degree: students must have a minimum of five (5) CSEC subjects including English A or qualification in certain specific subjects or work experience in the case of client specified programme.
- Technical Diploma: students must have a minimum of two (2) CSEC subjects OR Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one-year training in a certified institution or prior learning.

Study Option:

- Full Time - Technical Diploma Programmes; and Associate Degree in Accounting Technician
- Part Time - Associate Degree programmes; including Associate Degree in Accounting Technician

Duration:

- Technical Diploma: 1 year
- Part-Time Associate Degree: 3 years
- Full Time Associate Degree: 2 Years
- Short-Term: 3 - 6 months

Information on Tuition:

Programme Costing Varies; please review each programme for specific cost. Also see appendix 1 for full listing of programme fees

## Departments and Programmes

### Department of Access and Professional Studies (Tanteen Campus ONLY)

- Associate Degree in Accounting Technician
- Associate Degree in Business Studies
- Associate Degree in Criminal Justice
- Associate Degree in Environmental Technology
- Associate Degree in Law Procedures
- Associate Degree in Marketing
- Associate Degree in Media Studies
- Associate Degree in Medical Laboratory Technician
- Associate Degree in Office Administration
- Associate Degree in Psychology
- Associate Degree in Sustainable Community Development
- CSEC Classes
- ACCA
- CAT
- SAT. etc
- Short Term Certificate Courses

### Department of Informatics (Tanteen Campus ONLY)

- Technical Diploma in Computer Systems & Network Technician
- CompTIA A+ Certification
- CompTIA Network +
- Cisco Certified Networking Associates'
- Modern Home Management

### Department of Technical Vocational Educational & Training (Tanteen and St. Patrick's Campus)

- Technical Diploma in Accounting Clerk (*St. Patrick's Campus*)
- Technical Diploma in Cosmetology Services Technician (Tanteen Campus)
- Technical Diploma in Electrical Installation (*Tanteen and St. Patrick's Campus*)
- Technical Diploma in Fashion Design (*St. Patrick's Campus*)
- Technical Diploma in General Construction (*St. Patrick's Campus*)
- Technical Diploma in General Office Administration (*Tanteen and St. Patrick's Campus*)
- Technical Diploma in Hospitality Services (*St. Patrick's Campus*)
- Technical Diploma in Motor Vehicle Engine System (*St. Patrick's Campus*)
- Technical Diploma in Plumbing (*Tanteen and St. Patrick's Campus*)
- Technical Diploma in Welding (*St. Patrick's Campus*)

## ASSOCIATE DEGREE IN ACCOUNTING TECHNICIAN

### ADMISSION REQUIREMENT

Persons who have studied principles of Business, Mathematics or Accounting up to Form 5 and have taken our diagnostic examination and earned 70% or above OR Mature Persons with 2 or more years of experience in the field of Accounting OR Persons with 5 CXC's or higher academic awards OR Students who have completed the Technical Diploma in Accounting Clerk OR • Students who have completed the certificate of competence in Accounting Clerk or Level 2 CVQ in Accounting.

### STUDY OPTION:

Full time /Part-time

### COST:

EC\$1,200.00 (per year) full-time = EC \$30.00 registration fee each subsequent semester; EC\$425.00 (per course, per semester) +30.00 registration fee each semester (Core course Part-Time)

EC\$275.00 (per course, per semester) +30.00 registration fee each semester (General Education Courses, Part-time))

### DESCRIPTION:

The diploma in Accounting Technicians also known as the Certified Accounting Technician programme (CAT) or Foundations in Accounting (FIA), is a part of the 'Association of Chartered Certified Accountants' (ACCA), a global body of successful professionals in the finance and accounting field. This qualification will put our students on the fast track to success in an accounting career. This programme is designed to meet the strong and specific demand for qualified Accounting Technician professionals in all sectors, and to support the continuing development of those already in employment.

### CORE COURSES

Recording Financial Transaction  
Management Information  
Business Mathematics  
Entrepreneurship  
Maintaining Financial Records  
Managing Cost and Finance  
Business Ethics  
Computerized Accounting  
Business Technology  
Management Accounting  
Financial Accounting  
Business Communication  
Foundations in Audit  
Foundations in Taxation  
Internship

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Computers
- Basic Chinese
- Social Skills
- Speech and Writing
- Critical Thinking
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Accounts Payable Clerk
- Billing Specialist
- Accounts Receivable Clerk
- Accounting Assistant

## ASSOCIATE DEGREE IN BUSINESS STUDIES



### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A and the subjects to be pursued.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This programme teaches students how to supervise others, decide the daily priorities of an office, how to delegate projects and coordinate teams to meet the goals of an organization.

### CORE COURSES

#### ACCOUNTING

- Accounting Theory, Recording & Control Systems
- Preparation of Financial Statements
- Financial Reporting & Interpretation
- Costing Principles
- Costing Systems
- Planning & Decision Making
- Computerized Accounting

#### BUSINESS MANAGEMENT

- Business & Its Environment
- Management of People
- Business Finance & Accounting
- Production & Operation Management
- Fundamentals of Marketing
- Small Business Management
- Business Law
- Computerized Accounting

### CORE COURSES Cont'd

#### ECONOMICS

- Methodology of Economic Demand and Supply Analysis
- Market Structure & Market Failure
- Distribution theory & Application of Recent Theoretical Development
- Models of the Macro-Economy
- Macro-Economics Policy
- Growth, Development & International Relations

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Speech and Writing
- Caribbean Society and Culture
- Critical Thinking
- Basic Spanish
- Business Mathematics
- Community Service
- Introduction to College

#### POSSIBLE CAREER:

- Financial Officer
- Business Entrepreneur
- Marketing Officer
- Manager



## ASSOCIATE DEGREE IN CRIMINAL JUSTICE

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This programme provides a broad understanding of the essential components of the criminal justice system. It provides an academic foundation for students who have or plan careers in various law enforcement, judicial, or correctional agencies, as well as persons who plan to attend professional schools. The degree focuses on the institutions of criminal justice, particularly the police, the court and corrections.

### CORE COURSES

- Introduction to Criminal Justice
- Introduction to Criminology
- The Sociology of Deviance & Crime
- Police Organization & Administration
- Criminal Investigation
- Organized Crime
- The Philosophy of Work
- Introduction to Legal Research & Writing
- Law of Evidence
- Criminal Law
- Comparative Criminal Justice Systems
- The Criminal Process & Code of Criminal Procedures

### CORE COURSES Cont'd

- Legal Ethics
- The Law & Institutional Treatment
- Community Corrections
- Juvenile Justice Administration
- Correctional Psychology
- Penology

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Speech and Writing
- Critical Thinking
- Basic Spanish/French
- Introduction to Computers
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Social Services Field
- Probation Officer
- Private Investigator
- Law Firm Agent



## ASSOCIATE DEGREE IN ENVIRONMENTAL TECHNOLOGY

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time with SCE/Full Time with SASPS

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester. (Scholarship Opportunity Available)

### DESCRIPTION:

This is an inter-disciplinary programme that integrates society, economy and environment and equips the learner with the knowledge, skills and attitudes to understand and solve problems relating to local, regional environmental problems with a specific focus on the coastal zone and ocean. The programme further aims to integrate the community, institution and student through applied research.

### CORE COURSES

- Introduction to Biology
- Microbiology
- Fundamentals of Chemistry
- Industry and the Environment
- Introduction to Geomatics
- Advanced Geomatics
- Soil Science
- Ocean Literacy
- Introduction to Integrated Coastal Stewardship
- Ocean & Coastal Sampling
- Small Vessel Operation & Handling
- Sustainability of Natural Resources

### CORE COURSES CONT'D

- Environmental Industry Practice
- Lab & Field Equipment
- Health, Safety & the Environment
- Sustainable Entrepreneurship

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Speech and Writing
- Critical Thinking
- Basic French/Basic Spanish
- Introduction to Computers
- Caribbean Society and Culture
- Community Service Stewardship Placement
- Introduction to College Life

### POSSIBLE CAREER:

- Environmental Science Technician
- Environmental Manager
- Conservationist



## ASSOCIATE DEGREE IN LAW PROCEDURES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This programme is designed to provide the student with the fundamental knowledge of legal terminology, substantive and procedural law, drafting of legal pleadings and responses, and legal research. Graduates of the program should be able to assist an attorney in private or corporate practice.

### CORE COURSES

- Introduction to Law Procedures
- Family Law & Practice
- Law of Succession & Practice
- Business Law & Practice
- Real Estate Law & Practice
- Introduction to Legal Research & Writing
- Drafting Legal Documents
- Civil Procedures
- Criminal Law & Procedures
- Fundamentals of Labour Law
- Contract Law
- Corporations & Other Business Organizations
- Intellectual Property Law
- Principles of Management
- Business Communication
- Business Mathematics

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Speech and Writing
- Introduction to Philosophy
- Basic Spanish
- Introduction to Statistics
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Paralegal
- Secretary in Law Office



## ASSOCIATE DEGREE IN MARKETING

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

The marketing program seeks to prepare the student for careers in all aspects of marketing, from the small sole proprietorship to the large corporation. The graduate of the program may choose to later pursue a Bachelor of Business Administration, and further on, a Masters in Business Administration (MBA).

### CORE COURSES

- Consumer Buying Behaviour
- Principles of Professional Selling
- Basic Principles of Marketing Management
- Business Ethics
- Principles of Advertising
- Market Research
- Integrated Marketing Communications
- E-Commerce
- International Marketing
- Business and its Environment
- Fundamentals of Marketing
- Business Law
- Business Mathematics
- Business Communication

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Computers
- Critical Thinking
- Basic Spanish
- Speech and Writing
- Caribbean Society and Culture
- Community Service
- Introduction to College

### POSSIBLE CAREER:

- Marketing Officer
- Brand Manager





## ASSOCIATE DEGREE IN MEDIA STUDIES

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This programme is designed to provide students with the relevant knowledge, skills and experience which will enable them to become professional journalists. It entails studies of the four journalistic platforms: print, radio, television, and new media/multi-media. It highlights on research, a core component of journalistic work, and also incorporates general education courses, which are all aimed at equipping students with the necessary skills that are needed for the world of work. At the end of the programme, students will be given the opportunity to immerse themselves in a practical media work environment through a final practicum.

### CORE COURSES

- Introduction to Communication Theory
- Foundations of Journalism: Logic, Evidence & Research
- Foundations of Journalism: Writing
- Foundations of Journalism: National & International Institutions
- Media Law
- Reporting & Writing: Basic News & Features
- Introduction to Communications Research
- Media Ethics
- Broadcasting I: Introduction to Radio
- Broadcasting II: Introduction to Television
- Applied Communications Research
- Reporting & Writing: In-depth Journalism

### POSSIBLE CAREER:

- Radio Broadcaster
- Communications Officer
- Journalist

### CORE COURSES CONT'D

- Online/Multimedia Journalism
- Media Management
- Advanced Print: Design, Photography & Layout
- Broadcasting III: Advanced Radio Production
- Broadcasting IV: Advanced Television Production
- Broadcast Journalism Practicum

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Speech and Writing
- Introduction to Computers
- Basic Spanish/Basic French
- Introduction to Philosophy
- Caribbean Society and Culture
- Community Service
- Introduction to College Life



## ASSOCIATE DEGREE IN MEDICAL LABORATORY TECHNICIAN

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This qualification covers workers who perform the specific role of the Medical Laboratory Technician. It includes the basic aspects of medical terminology, laboratory safety, anatomy and Physiology, conducting analytical work in a laboratory, microscopy, laboratory instrumentation, specimen procurement, and molecular diagnostics. These individuals will acquire the basic and some advance knowledge and skills necessary to function as laboratory technicians.

### CORE COURSES

- Clinical Laboratory Basics
- Laboratory Safety
- Molecular Diagnostics
- Introduction to Medical Laboratory Technician
- Clinical Laboratory Instrumentation Operation & Maintenance
- Microscopy & X-Ray Microanalysis
- Phlebotomy & Sample Reception
- Basic Anatomy & Physiology of Organ Systems
- Clinical Microbiology
- Fundamentals of Clinical Haematology & Clinical Chemistry
- Introduction to Transfusion Science
- Conduct Analytical Work in Laboratory
- Histotechnology
- Interpersonal Community
- Clinical Practicum (400 hours)

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Computers
- Critical Thinking
- Basic Spanish
- Speech and Writing
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Medical Lab Tech



## ASSOCIATE DEGREE IN OFFICE ADMINISTRATION

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

This programme prepares students for a career in office administration. Students develop office skills, learn administrative procedures and study computer applications using Microsoft Office and other software packages such as QuickBooks. Emphasis is placed on the development of strong technical, communication and human relations skills and also document production. .

### CORE COURSES

- Word Processing Techniques
- Word Processing Techniques II
- Word Processing Techniques III
- Word Processing Techniques IV
- Power Point and Internet Use
- Introduction to Database
- Typewriting I
- Typewriting II
- Typewriting III
- Typewriting IV
- Principles of Speedwriting
- Speed Building I
- Speed Building II
- Business Communication I
- Business Documents & Job Preparations
- Office Administration I
- Office Administration II
- Management of People
- Introduction to Principles of Accounts
- Computerized Accounting
- Business Ethics
- Spreadsheet Processing Techniques Essential

### CORE COURSES CONT'D

- Spreadsheet Processing Techniques Intermediate
- Spreadsheet Processing Techniques Advanced
- Fundamentals of Arithmetic
- Business Mathematics
- Introduction to Statistics
- Internship

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Critical Thinking
- Basic Spanish
- Speech and Writing
- Creative Writing
- Social Skills
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Office Administrator
- Office Managers
- Business Administrators
- Administrative Assistance



# ASSOCIATE DEGREE IN PSYCHOLOGY

## ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

## STUDY OPTION:

Part-time

## COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

## DESCRIPTION:

This programme prepares students for a wide range of career opportunities in the field of behavioural sciences and related fields. Equally important is the fact that the Associate degree provides full credit transfer to other institutions for the purpose of satisfying the requirements for Bachelor's Degree. The Associate Degree programme in psychology is designed to cover two years of full-time or three years of part-time study. It consists of credits awarded in the pursuit of courses specific to the discipline as well as college credits based on general education courses and electives.

## CORE COURSES

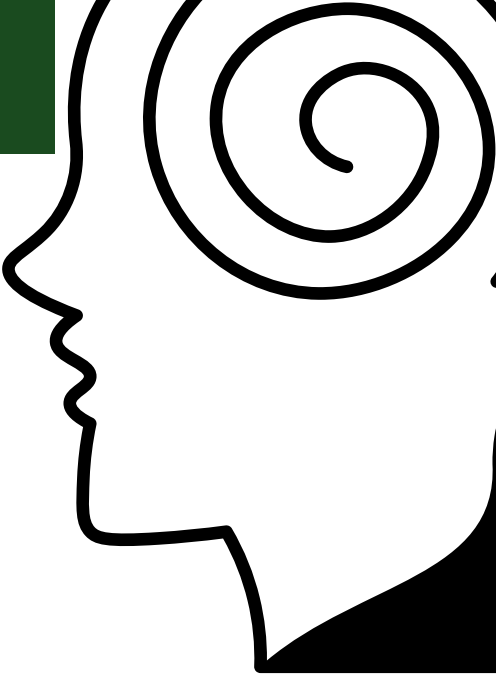
- Introduction to Psychology
- History of Psychology\*
- Sensation and Perception
- Personality
- Lifespan I
- Family Relationship and Sexuality
- Introduction to Educational Psychology
- Introduction to Industrial Organizational Behaviour
- Social Psychology
- Introduction to Clinical Psychology
- Cross-Cultural Psychology
- Lifespan II
- Counseling
- Motivation and Emotion
- Psychology of the Aged
- Introduction to Psychological Research

## GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Computers
- Critical Thinking
- Basic Spanish/Basic French
- Speech and Writing
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

## POSSIBLE CAREER:

- Social Services Field
- Probation Officer
- Social Researcher



## ASSOCIATE DEGREE IN SOCIAL WORK

### ADMISSION REQUIREMENT

5 CSEC/GCE subjects including English A. Qualification in certain specific subjects or work experience in the case of client specified programme.

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

Through course work, students learn about human development, problems in human functioning, programs for helping people with their problems, advocacy and influencing public policy, and crisis intervention.

### CORE COURSES

- Introduction to Social Work
- Introduction Psychology
- Human Behaviour in Social Environment
- Theory & Practice I
- Family & Child Welfare
- Theory & Practice II
- Introduction to Social Work Research
- Research Project I
- Law & Social Work
- Counseling
- Introduction to Sociology
- Social Problems
- Practicum (400 Hours)

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Philosophy
- Introduction to Statistics
- Basic Spanish
- Speech and Writing
- Caribbean Society and Culture
- Introduction to College Life

### POSSIBLE CAREER:

- Social Worker
- Probation Officer
- Social Services Field





## ASSOCIATE DEGREE IN SUSTAINABLE COMMUNITY DEVELOPMENT FOR CIVIL SOCIETY ORGANIZATIONS

### ADMISSION REQUIREMENT

Mature Persons with 2 or more years of experience in community service or similar industry; Persons with 5 CXC's or higher academic awards

### STUDY OPTION:

Part-time

### COST:

EC\$275.00 per course, per semester + EC \$30.00 registration fee each semester.

### DESCRIPTION:

The programme on Sustainable Community Development for CSOs, specifically targets individuals and organizations who are interested in community development and are also desirous of establishing and managing a Community Based or other Civil Society Organizations. The programme covers a number of management and technical courses, including financial, organizational, human resource, project development and management and climate change related courses. A key feature of the program is its Competency based education and training or CBET focus. In this regard, the skills, knowledge and attitude required for the education and training of trainees were gathered through 'hybrid' job-analysis workshops'. At these workshops experienced CSO owners, managers and workers identified the gaps in capacities within current CSOs. These needs gaps were translated into a number of competencies which were developed as courses that form the programme. As a consequence of the CBET model, the programme will be delivered and assessed using non-traditional techniques. In other words, delivery is not focused on purely lectures and assessments using paper tests and close book exams. Courses will also be delivered using seminars, workshops and other short methods, with trainees given ample time to develop their skills and knowledge in work-based settings.

### CORE COURSES

- Project proposals development
- Organization design for CSOs
- Marketing for CSOs
- Organizational leadership and management
- Financial management
- Project implementation, monitoring and evaluation
- Green events planning and management
- Quality systems and management
- Change Management

### CORE COURSES CONT'D

- Knowledge management
- Community engagement
- Strategies for CSOs
- Applied research

### GENERAL EDUCATION COURSES

- Gathering and Processing Information
- Introduction to Philosophy
- Introduction to Statistics
- Basic Spanish
- Speech and Writing
- Caribbean Society and Culture
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- NGO Consultant
- Project Manager



## CLASSES/COURSES OFFERED

### ADULT LITERACY

- **Admission Requirements:** None
- **Duration:** 1 year
- **Description:** This Adult Literacy scheme allows persons with reading, writing and numeracy difficulties to gain access to literacy and numeracy education. It is designed for persons whose competence falls below Grade 6.

### ACCA

- **Admission Requirements:** 2 'A' Levels. Students who are over 21 and do not have 2 'A' Level subjects, but have experience in accounting, can do ACCA via the mature student entry route.
- **Duration:** 3-4 months
- **Description:** Individual courses prepare students to write external exams through ACCA (the Association of Chartered Certified Accountants) for the purpose of eventual licensure as a recognized accountant.
- **Costing:** Level 1 \$450.00 each; Level 6 \$600.00 each

### CAT

- **Admission Requirements:** Related experience and be 16 years and older
- **Duration:** 3-4 months
- **Description:** The CAT programme can be used as preparation for the ACCA programme. Those with accounting experience who would not be able to enter ACCA directly, and those wishing to become certified accounting technicians will find this programme useful

**Costing:** EC \$350.00 each

### CSEC

**Admission Requirements:** None

**Duration:** 1 year

**Description:** This programme is intended to prepare persons to attempt and succeed at the CXC/CSEC regional exams.

**Costing:** EC \$200-300 per subject

### ENGLISH AS A SECOND LANGUAGE

- **Admission Requirement:** Persons with competence from Form 4 and above
- **Duration:** 3-4 months
- **Description:** This programme is intended for non-native speakers of English – persons whose first language or mother tongue is not English but wish to improve their English communication skills for the purpose of work, study and other social interactions. It intends to help expatriates to function in the host country with confidence as they perform the necessities of daily life and to break down communication barriers

## CLASSES/COURSES OFFERED CONT'D

### HIGH SHCOOL EQUIVALENCY

- **Admission Requirement:** Persons with competence from Form 4 and above
- **Duration:** 1 year
- **Description:** This academic upgrading programme helps persons who have not completed high school but who have competencies above Grade 6. The High School Equivalency Programme is designed for persons who as a consequence of socioeconomic impediments or other debilitating causes did not have the opportunity to graduate from high school. This will provide them with certification indicating that they possess comparable knowledge with that of persons who would have covered the established National Secondary School Curricula in some specific courses.

### SCHOLASTIC ASSESSMENT TEST (SAT)

- **Admission Requirements:** Persons with competence from Form 4 and above
- **Duration:** 3 months (February-April)
- **Description:** This programme is primarily intended for persons who wish to pursue undergraduate studies in the United States of America (USA). It prepares persons for their college- / university-level studies with an emphasis on developing writing, reading, reasoning and mathematics skills required at the college- / university- level.
- **Costing:** EC \$630.000 (inclusive of application and registration fees)



## SHORT TERM CERTIFICATE COURSES

### BASIC FRENCH

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This is an introductory course designed for students who have little or no knowledge of the Target Language (T. L.). It is geared to developing basic communicative skills in the T. L., through given situations of communication; and will provide general information on French civilization and culture.
- **Fee:** EC \$480.

### BASIC SPANISH

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This is an introductory course designed for students who have little or no knowledge of the Target Language (T. L.). It is geared to developing basic communicative skills in the T. L., through given situations of communication; and will provide general information on French civilization and culture.
- **Fee:** EC \$480.

### BUSINESS LAW

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course introduces students to the study of specific aspects of Business Law. It discusses sources of law, legal issues involved in the establishment of companies and corporations as well as the rights and responsibilities of consumers under existing legislation. It also discusses some of the ethical issues involved in business decision making
- **Fee:** EC \$480.

### CLINICAL LABORATORY BASICS

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course will introduce the student to the general knowledge of the theory and principles which govern the specific roles of the Laboratory Technician. Basic aspects of medical terminology, laboratory constituencies, and fundamental biological characteristics related to laboratory testing are included.
- **Fee:** EC \$730.



## SHORT TERM CERTIFICATE COURSES CONT'D

### CLINICAL MICROBIOLOGY

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course is designed to provide persons with practical competences and attitudes which demand a degree of involvement/complexity which allows for some amount of responsibility and autonomy at the workplace. The modules cover major areas of competencies and are organised as a group of learning experiences assembled to achieve a specific group of related objectives.
- **Fee:** EC \$730.

### FOUNDATIONS OF JOURNALISM: LOGIC, EVIDENCE, RESEARCH

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course will provide students with logical, analytical and research abilities that are fundamental for informed journalism on public issues.
- **Fee:** EC \$480.

### FOUNDATIONS OF JOURNALISM: WRITING

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course is designed to provide persons with practical competences and attitudes which demand a degree of involvement/complexity which allows for some amount of responsibility and autonomy at the workplace. The modules cover major areas of competencies and are organised as a group of learning experiences assembled to achieve a specific group of related objectives.
- **Fee:** EC \$480.

### FUNDAMENTALS OF LABOUR LAW

**Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.

**Duration:** 3-4 months

**Description:** This course is for legal clerks, paralegals and students interested in the study of law. This course includes an introduction to labour law, a review of the Employment Act of Grenada (as amended) and the Labour Relations Act of Grenada (as amended).

**Fee:** EC \$480.





## SHORT TERM CERTIFICATE COURSES CONT'D

### FUNDAMENTALS OF MARKETING

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course seeks to distinguish among the implications of the marketing product, production and social marketing concepts. It also describes the element of the marketing research process,
- the principle of marketing segmentation, the principle of pricing and the major concepts and principles of distribution.
- **Fee:** EC \$480

### INTRODUCTION TO CRIMINAL JUSTICE

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course examines the historical development of the agencies comprising the criminal justice system. It explains the issues facing the different criminal justice agencies locally, regionally, and internationally, while highlighting the need for criminal justice reform. It involves a critical examination of the structure, purpose, and efficacy of the police, courts and corrections. Students will be able to identify and explain the development of these agencies, their structure, purpose; evaluate their ability to carry out their mandate; and identify the way forward for the criminal justice system..
- **Fee:** EC \$480.

### CRIMINOLOGY

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course covers the causes and patterns of criminal and deviant behavior, as well as possible applications of theory for treatment and prevention
- **Fee:** EC \$480.

### MODERN MANAGEMENT & ADMINISTRATION

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course introduces students to the fundamental concepts of management and administration in modern society. It provides a clear understanding of what it means to be an effective manager, supervisor and administrator, and therefore prepares students to become efficient managers, supervisors and administrators in their relevant careers
- **Fee:** EC \$580.



## SHORT TERM CERTIFICATE COURSES CONT'D

### PRINCIPLES OF MANAGEMENT

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course is designed to introduce students to the study of management process, the concepts of quality management in the context of today's global business environment, and issues relating to managing individuals, groups, and organizations. This course will enhance students' understanding of the elements of management processes of planning, organizing, staffing, directing, controlling or coordinating activities; and will provide several strategies to maximize effectiveness on the job in the corporate world
- **Fee:** EC \$480

### INTRODUCTION TO PSYCHOLOGY

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course offers an introduction to the basic principles of human behaviour. Students will receive a grasp of the original and current concepts of psychology which will enable them to understand why individuals behave the way they do, and how they interact with their environment. Teaching methodology will include conveying theories and concepts, and assigning group research projects and interactive learning modules
- **Fee:** EC \$480.

### INTRODUCTION TO SOCIOLOGY

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course provides students with an understanding of what is sociology, the individual and society, different theoretical perspectives in sociology, social institutions, social stratification, modernization, dependency and development. Students are required to do a research project on a contemporary issue in Sociology
- **Fee:** EC \$480.

### REAL ESTATE AND LAW

**Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.

**Duration:** 3-4 months

**Description:** This course includes Introduction to the law of Real Estate, Tenure, Leases, Estates, The Unregistered Scheme, Co-Ownership, Condominiums, and Encumbrances on Land – Mortgages, Restrictive Covenants, Easements and Adverse Possession.

**Fee:** EC \$480.



## SHORT TERM CERTIFICATE COURSES CONT'D

### PHLEBOTOMY AND SAMPLE RECEPTION

- **Admission Requirement:** The completion of at least secondary / high school with at least two CXC/CSEC/GCE subjects. Alternatively, experience in the same or a closely related field.
- **Duration:** 3-4 months
- **Description:** This course focuses on phlebotomy as well as the sample collection, reception and pre-analytical processing of clinical laboratory specimens. Major activities will include blood collection by venipuncture and capillary puncture. After learning the techniques by practising on a simulated arm, students will collect specimens from one another to further develop their skill-set.
- **Fee:** EC \$880



# TECHNICAL DIPLOMA IN COMPUTER SYSTEMS & NETWORK TECHNICIAN

## ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one-year training in a certified institution or prior learning.

## STUDY OPTION:

Full-Time

## COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

## DESCRIPTION:

This programme focuses on specific competencies related to the CompTIA A+ and CompTIA Network + certification. The competencies require that students gain knowledge and skills in areas such as, but limited to troubleshooting methods, PC hardware installation and management, system and application software management, network architecture which includes building and scaling of networks for optimization, analyzing and troubleshooting network hardware and software. The programme will provide comprehensive knowledge concerning implementation of best industry practices regarding areas such as safety, ergonomics and data security all of which are required and in demand by every technology-based infrastructure.

## CORE COURSES

- Computer Systems Theory
- Computer Systems Practicum (ComTIA 902)
- Systems Applications I: Word, Internet, Worldwide Web
- Systems Application II: (Spreadsheet theory & Practicum)
- Networking Theory
- Networking Practicum
- Databases Applications
- Presentations Applications

## GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills
- Social Skills
- Business English & Workplace Communication
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

## POSSIBLE CAREER:

- Customer Service Technician
- Computer Repair Specialist
- Database Administrator





## PART-TIME PROGRAMMES UNDER INFORMATICS

### CISCO CERTIFIED NETWORKING ASSOCIATES

- **Admission Requirement:** High School reading level, basic computer literacy, basic PC operating system navigation skills, basic internet usage skills, age 16 and over
- **Description:** The Cisco Networking Academy CCNAv7 curriculum is designed for participants who are seeking jobs in the Information & Communication Technology (ICT) industry. It is also fulfilling prerequisites for adults to pursue more specialized ICT skills.
- **Fee:** EC \$2800.00

### MODERN HOME OFFICE MANAGEMENT

- **Admission Requirement:** Age 16 and above, basic computer literacy.
- **Description:** The MHOTP- Program is designed to equip Educators, Professionals and other potential candidates to meet this demand, this is designed with four international certifications from Microsoft and one Certificate Standard from Pearson Vue. The Microsoft Office Specialist Program provides industry-leading assessments of skills and knowledge through our new project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office. This guarantees that every certified user has demonstrated the ability to command the full features and functionality of Microsoft Office, preparing them for future academic or workforce opportunities
- **Fee:** Pending

### COMPTIA A+

- **Admission Requirement:** Age 16 and above and at least 1 year experience working with Computer Hardware and software
- **Description:** The CompTIA A+ certification is the first step of your professional IT journey. It's the ideal foundational certification to get started on a career working with cutting-edge information technologies. It covers mobile, tablets, laptops, desktops and beyond. The exam verifies an individual can troubleshoot networking and security issues within operating systems such as Apple, Android, Windows and more.
- **Fee:** EC \$2175.00

### COMPTIA NETWORK +

**Admission Requirement:** Age 16 and above. CompTIA A+ Certification or at least 1 Year experience working with Networking Equipment and Network Environment

**Description:** Test Purpose: This exam will certify that the successful candidate has the knowledge and skills required to implement a defined network architecture with basic network security. Furthermore, a successful candidate will be able to configure, maintain, and troubleshoot network devices using appropriate network tools and understand the features and purpose of network technologies. Candidates will be able to make basic solution recommendations, analyze network traffic, and be familiar with common protocols and media types.

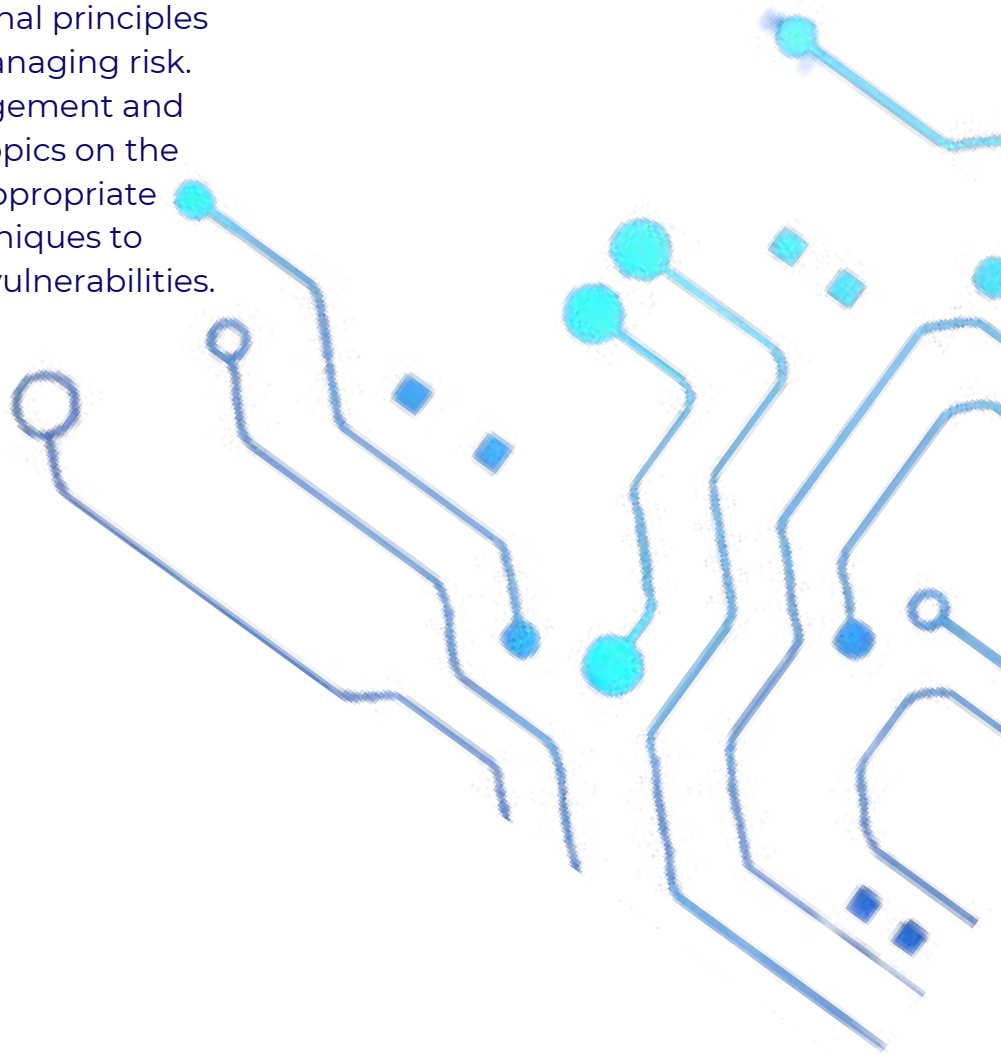
**Fee:** EC \$2200.00



## PART-TIME PROGRAMMES UNDER INFORMATICS CONT'D

### COMPTIA SECURITY +

- **Admission Requirement:** Age 16 and above. CompTIA A+ or Network + Certification or at least 1 Year experience working with Computer Hardware, Network Environment or Computer Security Environment.
- **Description:** The Security+ course covers the most important foundational principles for securing a network and managing risk. Access control, identity management and cryptography are important topics on the exam, as well as selection of appropriate mitigation and deterrent techniques to address network attacks and vulnerabilities.
- **Fee:** EC \$2160.00



## TECHNICAL DIPLOMA IN ACCOUNTING CLERK

### ADMISSION REQUIREMENT

2 CSEC/GCE subjects, one of which is preferably Mathematics or Accounts; or minimum of one year working in a similar environment; or a minimum of one-year training in a recognized institution.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme prepares students for entry-level positions as an accounting clerk or office specialist in a small business. Job positions that are available include: Accounting Clerk, Bookkeeper and Accounting Assistant.

### CORE COURSES

- Preparing for work in the Financial Service
- Maintain assets & Inventory Records
- Evaluate & Process Payment Documentation
- Process & Bank Customer Receipt
- Account for Credit Transactions Records
- Accounting Journals & Reports
- Introduction to Accounting Software
- Accounting for Payroll & Statutory Returns

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Business English & Workplace Communication
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Accounting Clerk
- Bookkeeper
- Accounting Assistant

## TECHNICAL DIPLOMA IN COSMETOLOGY SERVICES TECHNICIAN

### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning

### STUDY OPTION:

Full-Time (1 year); Tanteen Campus

### COST:

EC\$3000.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme focuses on hair and nail manipulation and is designed to provide students with the knowledge and skills necessary for entry level positions in Cosmetology or related career field.

### CORE COURSES

- Infection Control Principles & Practices
- Hair Structure & Care I
- Chemical Texture Services
- Principles of Hair Design
- Hair Colour Principles & Processes
- Basic Esthetics
- Nail Technology
- Business Ethics
- Computerized Accounting
- Business Mathematics

### RELATED AND GENERAL EDUCATION COURSES

- Information Technology I
- Information Technology II
- Language & Communication
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Social Skills
- Business English & Workplace Communication
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Accounting Clerk
- Bookkeeper
- Accounting Assistant



## TECHNICAL DIPLOMA IN ELECTRICAL INSTALLATION



### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); available at St. Patrick's Campus and Tanteen Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme teaches the installing of conduits, connecting and testing wiring, outlets, and switches. Installers must also design and produce diagrams for electrical systems.

### CORE COURSES

- Fundamental of Electricity/Electronics
- Use of Tools, Measuring Devices & Repairs
- Electrical Installation I: Machines, Appliances and Fixtures
- Occupational Health & Safety Materials Handling
- Further Theories in Electricity/Electronics
- Electrical Installation II: Preparing Techniques
- Electrical Installation III: Domestic/Small Commercial Installation
- Planning for Electrical Installation Work

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Technical Drawing
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Electrician
- Assistant Electrician

### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); available at only St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme deals with the skills and knowledge required to analyze fashion ideas and generate basic fashion designs. It also focuses on career opportunities within the industry and other aspects of the trainees' development including professional ethics, hygiene and grooming as well as human relations skills.

### CORE COURSES

- Fashion Design Concepts I
- Fashion Production I
- Fashion Design Concepts II
- Fashion Production II

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Theory
- Entrepreneurial Practice
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Electrician
- Assistant Electrician





## TECHNICAL DIPLOMA IN GENERAL CONSTRUCTION



### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme provides students with an understanding of the fundamentals of the construction trade. Hand-on training is a major part of this competency-based training.

### CORE COURSES

- Construction Tools, Plant & Equipment
- Occupational Health & Safety & Materials Handling
- Carpentry Construction Processes
- Technical Drawing for Construction
- Masonry Systems (Block Laying, Concreting, Excavation & Support Installation)
- Steel Fixing

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Construction Worker
- Mason
- Carpenter

## TECHNICAL DIPLOMA IN GENERAL OFFICE ADMINISTRATION

### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus and Tanteen Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme provides basic instruction in Word processing techniques and spreadsheet processing.

### CORE COURSES

- Office Skills
- Computer Application for Business
- Business Administration
- Accounting Applications

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Business English & Workplace Communication
- Business Mathematics
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Assistant Office Manager
- Secretary



## TECHNICAL DIPLOMA IN HOSPITALITY SERVICES

### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme is designed to prepare students for employment in positions that provide customer-focused services in four pathways; restaurant Services, Lodging, Recreation and Travel and Tourism.

### CORE COURSES

- Appetizers, Sandwiches & Soups
- Poultry, Meats & Seafood
- Basic Accounts for Hospitality Services
- Bar Services
- Hospitality Customer Services
- Room Preparation & Guest Services

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Skills I
- Entrepreneurial Skills II
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Assistant Office Manager
- Secretary



# DEPARTMENT OF TECHNICAL VOCATIONAL EDUCATION & TRAINING

## TECHNICAL DIPLOMA IN MOTOR VEHICLE ENGINE SYSTEMS



### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme is designed to give students a solid understanding of motor vehicle mechanical and electronic systems. Hands-on practice is an essential component of this competency-based programme.

### CORE COURSES

- Engine System Theories
- Tools & Equipment
- Engine Mechanical Systems
- Technical Drawing
- Engine Electrical & Electronics
- Steering & Suspension Systems
- Vehicle Systems

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Theory
- Entrepreneurial Practice
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

#### POSSIBLE CAREER:

- Mechanic Assistant
- Entrepreneur

TECHNICAL DIPLOMA IN PLUMBING



ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus and Tanteen Campus

COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

DESCRIPTION:

This programme is designed to provide persons with practical competences and attitudes which demand a degree of involvement/complexity which allows for some amount of responsibility and autonomy at the workplace. The modules cover major areas of competencies and are organised as a group of learning experiences assembled to achieve a specific group of related objectives.

CORE COURSES

- Introduction to Plumbing
- Basic Tools & Equipment for Plumbers
- Plumbing Fixtures, Piping & Assembles
- Technical Drawing
- Planning for Plumbing Installation
- Installation of Plumbing Fixtures & Equipment

RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Theory
- Entrepreneurial Practice
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

POSSIBLE CAREER:

- Plumber Assistant
- Entrepreneur



## TECHNICAL DIPLOMA IN WELDING



### ADMISSION REQUIREMENT

Literacy and numeracy capabilities and a minimum of one year working in a similar environment or a minimum of one year training in a certified institution or prior learning.

### STUDY OPTION:

Full-Time (1 year); St. Patrick's Campus

### COST:

EC\$810.00 per year + \$30.00 registration fee each subsequent semester

### DESCRIPTION:

This programme is designed to provide persons with practical competences and attitudes which demand a degree of involvement/complexity which allows for some amount of responsibility and autonomy at the workplace. The modules cover major areas of competencies and are organised as a group of learning experiences assembled to achieve a specific group of related objectives.

### CORE COURSES

- Occupational Health & Safety
- Oxy-acetylene Fusion Welding
- Planning & Preparation
- Technical Drawing
- Non fusion Welding
- Material Selection

### RELATED AND GENERAL EDUCATION COURSES

- Computations I
- Computations II
- Information Technology I
- Information Technology II
- Language & Communication
- Life & Employability Skills Seminar
- Entrepreneurial Theory
- Entrepreneurial Practice
- Business English & Workplace Communication
- Social Skills
- Work Placement Seminar
- Basic Chinese/Basic French/Basic Spanish
- Community Service
- Introduction to College Life

### POSSIBLE CAREER:

- Welder Assistant
- Entrepreneur

# APPENDIX 1 - LISTING OF PROGRAMME FEES (EC)



Registration fee: Full time programmes - EC 30.00 each subsequent semester; Part-Time programmes, each semester.

Programme	Fees
Accounting Technician	\$1200.00 (full time, per year) \$475.00 (part time, per course)
Accounting Clerk	\$810.00 (full-time, per year)
Arts & Humanities	\$810.00 (full-time, per year)
Automotive Service Technician	\$810.00 (full-time, per year)
Building Technology	\$810.00 (full-time, per year)
Building Trades and Services	\$810.00 (full-time, per year)
Business Studies	\$810.00 (full time, per year) \$275.00 (part time, per course)
Computer Systems and Network Tech.	\$810.00 (full-time, per year)
Computer Systems Technology	\$810.00 (full-time, per year)
Cosmetology Services Tech.	\$3000.00 (full-time, per year)
Criminal Justice	\$275.00 (part time, per course)
Culinary Arts	\$810.00 (full-time, per year)
Electrical Installation	\$810.00 (full-time, per year)
Electrical Technology	\$810.00 (full-time, per year)
Electronics Technology	\$810.00 (full-time, per year)
English	\$810.00 (full-time, per year)
Environmental Technology	\$810.00 (full time, per year) \$275.00 (part time, per course)
Fashion Design	\$810.00 (full-time, per year)
Food & Beverage Management	\$810.00 (full-time, per year)
General Agriculture	\$810.00 (full-time, per year)
General Construction	\$810.00 (full-time, per year)

# APPENDIX 1 - LISTING OF PROGRAMME FEES (EC)



Registration fee: Full time programmes - EC 30.00 each subsequent semester; Part-Time programmes, each semester.

Programme	Fees
General Office Administration	\$810.00 (full-time, per year)
General Studies	\$810.00 (full-time, per year)
Heating, Ventilation, Air Conditioning & Refrigeration Tech	\$810.00 (full-time, per year)
Hospitality Services	\$810.00 (full-time, per year)
Hospitality Studies	\$810.00 (full-time, per year)
Information Technology	\$810.00 (full-time, per year)
Law Procedures	\$275.00 (part-time, per course)
Marketing	\$275.00 (part-time, per course)
Mechanical Technology	\$810.00 (full-time, per year)
Media Studies	\$275.00 (part-time, per course)
Motor Vehicle Engine Systems	\$810.00 (full-time, per year)
Natural Sciences	\$810.00 (full-time, per year)
Nutrition & Dietetics	\$810.00 (full-time, per year)
Office Administration	\$810.00 (full time, per year) \$275.00 (part-time, per course)
Pharmacy	\$1373.00 (full-time, per year)
Physical Education and Sports	\$810.00 (full-time, per year)
Psychology	\$810.00 (full-time, per year) \$275.00 (part-time, per course)
Plumbing	\$810.00 (full-time, per year)

# APPENDIX 1 - LISTING OF PROGRAMME FEES (EC)



Registration fee: Full time programmes - EC 30.00 each subsequent semester; Part-Time programmes, each semester.

Programme	Fees
Social Sciences	\$810.00 (full-time, per year)
Social Work	\$810.00 (full-time, per year)
Stand Alone Course (s) related to CAPE	\$150.00 (per-course)
Sustainable Community Development	\$275.00 (part-time, per course)
Tourism Studies	\$810.00 (full-time, per year)
Welding	\$810.00 (full-time, per year)
Teacher Education, Early Childhood Ed	\$810.00 (full-time, per year)
Teacher Education, Primary Ed.	\$810.00 (full-time, per year)
Teacher Education, Secondary Ed	\$810.00 (full-time, per year)



# T.A. MARRYSHOW COMMUNITY COLLEGE



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## Contact

T.A. MARRYSHOW COMMUNITY COLLEGE  
Tanteen, St. George, Grenada, West  
Indies

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OFFICE HOURS: 8:00 AM - 4:00 PM

CASH HOURS: 8:00 AM - 3:30 PM

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