School of Continuing Education and Lifelong Learning

The School of Continuing Education and Lifelong Learning offers credit and non-credit continuing education and professional development courses and programmes. The school’s main focus is to provide opportunities for professional development through a wide array of programmes and to open the doors of COSTAATT to a diverse range of adult students. It supports workforce development by ensuring that programme design and delivery focuses on producing graduates who are current, knowledgeable and competent in their field. On successful completion of their programmes, students are able to earn diplomas and certificates and are prepared for professional certification in selected areas of study. College-level credits earned in these courses and programmes can be transferred to relevant degree programmes offered by the academic schools.

Mission

The School of Continuing Education and Lifelong Learning aims to expand access to educational opportunities at the College, by offering a variety of short term, flexible programmes aimed at upgrading skills and providing professional development opportunities.
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Certificate Programmes

Certificate – CISCO–CCNA

The CISCO–CCNA (Cisco Certified Network Associate) Certificate is designed for CISCO Networking Academy students. The CCNA programme provides an integrated and comprehensive coverage of networking topics, from fundamentals to advanced applications and services, and offers students the hands-on practical experience required for industry. Upon completion of this curriculum, students will be prepared to sit CISCO–CCNA examinations leading to professional certification in networking. This programme normally fulfills matriculation requirements for networking engineering degree programmes.

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<td>CCNA 120</td>
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Total Number of Credits Required 16

Career Options:

- Network technician
- Network administrator
Course Descriptions:

CCNA 120  Network Fundamentals
This course introduces students to the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. At the end of this practical course, students build simple LAN topologies by applying basic principles of cabling, performing basic configurations of network devices such as routers and switches, and implementing IP addressing schemes. 4 Credits / Prerequisite: None

CCNA 121  Routing Protocols and Concepts
In this course, students learn about the architecture, components, and operation of routers, and the principles of routing and routing protocols. They analyze, configure, verify and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. Upon completion of this practical course, students are equipped to identify and correct common routing issues and problems. 4 Credits / Prerequisite: CCNA 120

CCNA 122  LAN Switching and Wireless
In this course, students acquire theoretical knowledge and practical skills in the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. 4 Credits / Prerequisite: CCNA 121

CCNA 123  Accessing the WAN
In this course, students learn about the WAN technologies and network services required by converged applications in enterprise networks. The Cisco Network Architecture is used to introduce integrated network services and show students how to select the appropriate devices and technologies to meet network requirements. 4 Credits / Prerequisite: CCNA 122

Certificate – Court Transcription
In this programme, participants are trained to produce accurate typewritten records of court proceedings including reproductions of statements, findings and verdicts. The specialist software ‘Audio Digital Court Recording,’ is used to develop necessary skills and competencies. Applicants should have excellent listening skills, powers of concentration and above average vocabulary and punctuation skills. To ensure that they have the required foundation competencies to succeed in this rigorous certificate programme, students may be guided to do preparatory work prior to registering for required courses. In addition, applicants should possess superb computer skills. The target speed for a court transcriptionist at the conclusion of the programme is 60 to 80 words per minute.

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Total Number of Credits Required 19
Career Option:

- Court Transcriptionist

Course Descriptions:

**COMM 125  English for Court Transcription**
This course is intended to build or improve students' ability to recognize and produce Standard English Grammar in both the oral and written contexts. It is intended to provide support for other courses by enabling students to produce suitable oral and written assignments as required by those courses. 5 Credits / Prerequisites: None

**COTR 102  Introduction to Court Transcription**
This course is designed to introduce students to the art of transcription, typewritten-transcription and audio typing. Students are required to possess a very high degree of speed and accuracy in transcription skills to prepare for the work requirements of the judicial system. 3 Credits / Prerequisite: None

**COTR 110  Orientation to Court Processes**
Students are required to complete a one-week orientation session at the Hall of Justice. Participants receive a certificate if they are present all the days on which the orientation is held. 0 Credits / Prerequisite: Completion of Court Transcription Certificate programme

**ITEC 121  Productivity Tools**
In this course, students acquire the skills needed to prepare documents in the Microsoft Office Suite environment; specifically Word, Excel and PowerPoint. 3 Credits / Prerequisite: None

**LAWW 120  Introduction to Legal Terminology**
This course introduces students to legal terminology relevant to the field of court reporting. Students acquire working knowledge of the language and documents most commonly used in the legal profession. Topics covered include definitions, spellings and pronunciations of legal terms, basic court procedures, court rules and guidelines, and examples of routine legal documents and their uses. 2 Credits / Prerequisite: None

**MDLT 104  Introduction to Medical Terminology**
This course offers an introduction to medical terminology. Students will acquire a working knowledge of the language and documents most commonly used in the health professions. The course will include definitions, spelling and pronunciation of medical terms and definitions of basic anatomical parts. 2 Credits / Prerequisite: None

**OFAD 100  Keyboarding**
In this course, students aim to master keyboarding skills to a speed of 80 words per minute. In addition, they will acquire skills in the preparation, proof reading and electronic storage of business and legal documents. 4 Credits / Prerequisite: None

**Certificate – Health Records Science**
This programme exposes participants to new techniques and tools in health information management. Participants will acquire the knowledge and practical skills required for processing medical records, including techniques for collecting, storing, retrieving and using health information. At the end of the course, students should be able to organize and evaluate health information in accordance with established international standards.
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<tr>
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Total Number of Credits Required 28

Career Options:

- Administrative assistant
- Office assistant
- Clerk at hospital, clinic, medical centre and any other institution engaged in medical activities.

Course Descriptions

BIOL 113  Introduction to Anatomy and Physiology
This course is designed for persons who have never been exposed to the study of science. Students of this course will gain a fundamental knowledge of the structure and function of the human body. 3 Credits/ Prerequisite: None

COMM 117  Introduction to Communication
This course enables students to strengthen their writing skills. Students will learn to write clearly and concisely in a variety of rhetorical modes and will develop critical thinking and analytical skills as imperatives of effective communication. 3 Credits/ Prerequisite: None

COMM 118  Workplace Communication
This course will engage students in learning and practising an array of oral and written communication skills relevant to the workplace. The objective is to produce a graduate who will be confident and effective in responding to the diverse demands of communication in the modern workplace. 3 Credits/ Prerequisite: None

ENVH 121  Introduction to Epidemiology  (Formerly ENVH 261)
The course introduces the concepts and history of epidemiology and its relevance to the field of public health practice. This includes the use of epidemiological tools in evaluation and decision making regarding matters of public health. 2 Credits/ Prerequisite: None

HISM 101  Health Records Science I
This course is designed to prepare students to develop the technical skills necessary to maintain medical record systems consistent with national medical, administrative, and ethical requirements. Students will examine theories of health records management, the role and responsibility of health records personnel—including legal and ethical obligations as well as the importance of health records as a management tool. 1 Credit/
**Prerequisite: None**

**HISM 102 Health Information Resources**
In this course, students learn specific tools and techniques for using the library and internet to conduct research in the health care field. Students are taught to evaluate the validity, authenticity and currency of health information resources and to search for articles in major online databases such as PubMed/Medline, CINAHL, PSYC info. 1 Credit / Prerequisite: None

**HISM 103 Health Records Science II**
In this course, students will apply knowledge gained in the courses: Health Records Science I, Anatomy and Physiology and the Introduction to Medical Terminology. Students will be able to interpret and code medical information using the ICD-10 layout. They will also undertake an in-depth study of hospital statistics, focusing on sources, definitions and methods of collection. In addition, students will gain an understanding of the laws governing the release of patient information. 4 Credits / Prerequisite: HISM 101

**ITEC 121 Productivity Tools**
In this course, students acquire the skills needed to prepare documents in the Microsoft Office Suite environment; specifically Word, Excel and PowerPoint. 3 Credits / Prerequisite: None

**MATH 116 Contemporary College Math**
This is an introductory course in modern applied mathematics. It examines mathematical methodology including the use of unambiguous language and simplification to model practical problems, notions of generalization and ‘open’ problems. Students will develop an appreciation for the discipline of mathematics and its role in the modern world. 3 Credits / Prerequisite: CXC Mathematics or equivalent

**MDLT 104 Introduction to Medical Terminology**
This course offers an introduction to medical terminology as it relates to the work of practitioners in the field. Students will acquire a working knowledge of the language and documents most commonly used in the health professions. The course will include – definitions, spellings and pronunciations of medical terms and definitions of basic anatomical parts. 2 Credits / Prerequisite: None

**STAT 120 Fundamentals of Statistics**
This course introduces the student to key concepts in both descriptive and inferential statistics. Students learn how to collect, describe, display and interpret both raw and summarized data in meaningful ways. 3 Credits / Prerequisite: Any one of the following mathematics courses – MATH 108, MATH 116, MATH 117, MATH 119, MATH 121
Certificate – Journalism

This programme is designed to provide practitioners requiring certification and newcomers to the profession with a sound theoretical and practical introduction to areas such as reporting, photojournalism and the ethical and legal issues affecting journalists. Emphasis will be placed on practising reporting skills and understanding the role of journalists as the guardians of democracy in society. Successful completion of this certificate may also be used in partial fulfillment of matriculation requirements for journalism degrees at the College.

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Total Number of Credits Required 12

Career Options:

- Reporter – print, radio and television
  
  *Students with prior experience in journalism may also use this course for career advancement in such positions as:*

- News anchor

- Sub-editor /editor – print, radio and television

Course Descriptions:

**JOUR 123  Fundamentals of Reporting**

Students learn the techniques of newsgathering; the standard rules of news and feature writing; elements of news judgment; and the guidelines used for effective interviewing. They will become proficient in the “inverted pyramid” style of news reporting and gain an understanding of the importance of using in–house style guides, such as those used by the New York Times and other media houses. **3 Credits/ Prerequisite: None**

**JOUR 131  Ethics in Journalism and Public Relations**

This course focuses on ethical issues in public relations and journalism, and challenges students to have a view on these issues. The ethical codes of local public relations associations are examined as well as that of the Society of Professional Journalists (SPJ). **3 Credits/ Prerequisite: None**

**JOUR 135  Photojournalism**

This course provides an introduction to photography techniques for print media production including newspapers. Students will learn basic composition and layout techniques, and how to utilize theoretical and practical approaches to the discipline. Evaluation will include the assessment of student portfolios and field projects. **3 Credits/ Prerequisite: None**

**LAWW 270  Laws Affecting Journalism**

This course is designed to expose students to the laws of Trinidad and Tobago as they relate to the practice of journalism and public relations. As future journalists, students are introduced to laws such as libel, slander,
defamation, sedition, intellectual property and those relating to the award of broadcast licenses and the establishment of publishing houses. 3 Credits/ Prerequisite: None

Certificate – Pharmacy Assistant

This programme prepares students to perform as pharmacy assistants under the supervision of registered pharmacists. Students will understand the basics of pharmacology including the generic, trade and chemical names of commonly prescribed drugs. They will learn how to fill prescriptions and manage inventory. In addition, students will gain an appreciation of medical industry safety and regulatory requirements.

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Total Number of Credits Required 27

Career Option:

- Pharmacy Assistant

Course Descriptions:

COMM 104  Language and Communications Skills
This course is designed to enhance students’ grasp of the fundamental elements of Standard English and improve their oral and written communication skills in their specific work environment. As such it will combine elements of grammar, vocabulary, comprehension exercises and business communications. Emphasis will be placed on the correct use of grammar and vocabulary in oral situations. 3 Credits/ Prerequisite: None

MATH 108  Dosage Mathematics
This course provides students with the mathematical skills required to be effective in the health science occupations which require dosage calculations. Students will review number systems, fractions, decimals, approximation, percentages, basic algebra, ratio, proportion, subject of the formula and indices. Students will also be exposed to the use of mathematics in everyday life. 3 Credits/ Prerequisite: Passing Grade in CSEC (CXC)/GCE ‘O’ Level Mathematics

MKTG 114  Customer Service Fundamentals
This course introduces students to the basic tools and skills needed to provide a consistent level of service excellence in service to customers and clients. Instruction focuses on developing skills in the areas of personal and telephone etiquette, analysis of the communication process, solving customer problems, and developing customer loyalty through a programme of service excellence. 3 Credits/ Prerequisite: None
PHAR 110  Orientation to Pharmacy Practice
In this course students will examine concepts in pharmaceutical care and the role and responsibilities of the pharmacy assistant. Students will also explore principles of quality control and tenets of professional conduct. 3 Credits / Prerequisite: None

PHAR 113  Introduction to Pharmaceutics
In this course, students will examine the relationship between medical and pharmaceutical technology. In addition, they will learn to perform pharmaceutical calculations and the principles involved in dispensing and compounding prescriptions. 3 Credits / Prerequisite: Passing Grade in CSEC (CXC)/GCE ‘O’ Level Chemistry

PHAR 121  Introduction to Pharmacology
In this course students will explore the physiological effects of common drugs on the human body. They will study the principles of drug action, including their absorption, distribution, metabolism, excretion, indications and contra-indications. Recommendations for the administration of some commonly used drugs are also discussed. 3 Credits / Prerequisite: PHAR113.

PHAR 123  Pharmacy Systems and Procedures
Students will explore the systems and procedures necessary for the smooth functioning of a pharmacy, including ward stock, expiry dates and return procedures. They will develop skills in interpreting and filling prescriptions and required associated tasks. 3 Credits / Prerequisite: PHAR113.

PHAR 133  Compounding
Students will be exposed to basic principles and skills in compounding and will be able to produce a variety of formulations. They will also learn to prepare a variety of dosage forms including ointments, creams, suppositories and emulsions for oral and topical use. 3 Credits / Prerequisite: PHAR121.

PHAR 138  Introduction to Pharmacy Legislation and Ethics
Students will explore the provisions of national legislation relevant to pharmacy practice including the Pharmacy Board Act, the Dangerous Drug Act, and the Antibiotics Act, as well as the code of ethics pertaining to pharmacists. 3 Credits / Prerequisite: PHAR110.

Certificate – Records Management
This certificate programme is designed to provide training for persons who have at least three (3) years’ work experience in records management in a public or private sector organization. Students will examine topics such as the classification, storage, preservation, retention and disposal of records.

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<td>RCMT 190</td>
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Total Number of Credits Required 20
Career Options:

- Graduates qualify for employment in a variety of para-professional positions in schools, public libraries, academic libraries or other organizations requiring a records management capacity.

Certificate – Records Management for the Public Sector

This certificate programme is designed to provide training for persons who have at least three (3) years’ work experience in records management in a public sector organization. Students will examine topics such as the classification, storage, preservation, retention and disposal of records. In addition, students will be introduced to the basic principles of public sector management and the human resource skills required to function effectively within the public sector environment.

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<td>LIBS 130</td>
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<td>MGMT 125</td>
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<td>MGMT 300</td>
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<td>RCMT 150</td>
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<td>RCMT 152</td>
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<td>RCMT 190</td>
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Total Number of Credits Required 32

Career Options:

- Graduates qualify for employment in a variety of para-professional positions in schools, public libraries, academic libraries or other organizations requiring records management. In addition, graduates may also gain employment in the public service.

Course Descriptions:

**ADMN 310  Public Administration**
This course introduces students to concepts, principles and techniques in public administration in contemporary society. The course is intended to enhance students’ understanding of the principles of administration in the public sector and students will have an opportunity to examine some of the issues and problems in public administration, with special emphasis placed on public administration in Trinidad and Tobago. **3 Credits/Prerequisite: MGMT 125**

**HURM 310  Human Resource Management**
This course introduces students to the principles, practices, and techniques used in the design, development and implementation of an effective human resource/personnel management programme. It includes a discussion of employment, training, compensation, labour relations, health and safety, and legislation governing human resources management. **3 Credits/Prerequisite: MGMT 125**
LAoggles 115  Introduction to Legal Aspects of Records Management
This course seeks to provide students with an in-depth understanding of legislative provisions affecting the management of records. It focuses on the relationship of record keeping with the law. It will also enable students to understand the intrinsic connection between the law and role of records as the evidence of an action and of those involved in the action within a business transaction. **3 credits/ Prerequisite: RCMT 150**

LIBS 130  Fundamental Research Skills
In this course students will identify and explore the basic steps of the research process and the tasks associated with each step. **3 Credits/ Prerequisite: None**

MGMT 125  Principles of Management
This introductory course exposes students to both the theory and application of the principles, practices, techniques and tools that underlie and inform the discipline of management. Students acquire a fundamental understanding of the evolution of management theories and practices, the role which such theories and practices have played in shaping the dynamics of management thinking and management behavior, and the processes by which these theories and practices are applied in organizations in the pursuit of business activities. **3 Credits/ Prerequisite: None**

MGMT 300  Organizational Behaviour  (Formerly BUSI 103)
This course enables students to develop an understanding of how the internal and external environmental forces impact individuals and organizations. In addition, students will acquire knowledge of the tools and techniques available to effectively plan and manage change. **3 Credits/Prerequisite: MGMT 125**

RCMT 150  Introduction to Records Management
This course seeks to provide students with an in-depth understanding of the purpose of records management and the importance of controlling and managing records in any organization. It presents an overview of records management terminology, concepts and procedures for successfully managing records in a modern office or business environment. **4 Credits/ Prerequisite: None**

RCMT 153  Fundamentals of Electronic Records Management
The purpose of this course is to provide students with an understanding of records management in an electronic environment. It will focus on the importance of electronic records to government and business and the problems associated with their management. It also seeks to identify the requisite resources and responsibilities for implementing electronic records management systems. **4 credits/ Prerequisites: LA Golf 115 and RCMT 150**

RCMT 154  Introduction to Archives Management
The purpose of this course is to enable students to develop an understanding of the relationship between archives management and records management. The course will review the types of archives and their functions and the goals and objectives of archive management. Students will be exposed to a number of approaches to archives management. Emphasis will be placed on access to, and security of, archival records. **3 credits/ Prerequisite: RCMT 150,**

RCMT 190  Practicum
Students will be required to prepare a records management policy manual for a department in a real or imaginary institution. The manual must include a records classification scheme, a coding schedule and a record retention and disposition policy. Students will maintain a weekly journal for recording their practicum experience, noting observations, questions, and problems, which arose, and how they dealt with them. Case studies will be
assigned to assist students in problem solving. **3 Credits / Prerequisite: Completion of all courses in Records Management Certificate**

### Advanced Professional Programmes

### Diploma – International Trade and Commerce

This one year diploma programme is aimed at business and economics professionals who wish to acquire the required knowledge and skills to understand and analyse contemporary issues in international trade. Case study analysis is utilized to expose students to the economic, legal and political underpinnings of international trade activities. Topics covered include international trade theory and policy, regional integration movements, international finance and multilateral trading systems.

#### Programme Details:

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<tr>
<th>CODE</th>
<th>COURSE TITLE</th>
<th>Cr.</th>
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<tbody>
<tr>
<td>INTC 500</td>
<td>The World Trading System</td>
<td>3</td>
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<tr>
<td>INTC 510</td>
<td>International Trade Theory and Policy</td>
<td>3</td>
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<tr>
<td>INTC 520</td>
<td>Regional Integration</td>
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<tr>
<td>INTC 525</td>
<td>International Monetary Theory &amp; Policy</td>
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<td>INTC 530</td>
<td>Trade and Intellectual Property</td>
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<td>INTC 533</td>
<td>The Politics of Trade</td>
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<tr>
<td>INTC 534</td>
<td>International Negotiations and Simulation</td>
<td>3</td>
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<tr>
<td>INTC 535</td>
<td>Trade and Climate Change</td>
<td>3</td>
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<tr>
<td>INTC 540</td>
<td>International Partnerships</td>
<td>3</td>
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<tr>
<td>INTC 545</td>
<td>Transportation Logistics for Trade Facilitation</td>
<td>3</td>
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<tr>
<td>INTC 550</td>
<td>Competition Law and Policy</td>
<td>3</td>
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</tbody>
</table>

**Total Number of Credits Required** 33

#### Career Options:

- Persons may seek employment as policy development officers, international relations officers, trade specialists, business facilitators, and project officers in the public and private sectors, non-governmental organizations, and international organizations involved in trade–related work.

**INTC 500 The World Trading System**

This course provides students with an understanding of the world trading system and multilateral trade negotiations in the areas of goods and services; and an overview of the legal, economic and political dimensions of the global trading system, and examines key issues addressed by international trade forums. **3 Credits / Prerequisite: None**

**INTC 510 International Trade Theory and Policy**

This course provides students with the foundation knowledge in the principles of economics. Students are introduced to the principles of international economics and acquire a basic understanding of trade theory and trade policy. The use of case studies provides students with an opportunity to apply theoretical principles to real–world events. **3 Credits / Prerequisites: ECON 120 and ECON 125, or relevant undergraduate equivalent or experience**
INTC 520  Regional Integration
In this course, students examine the rise of regional integration movements within the context of globalization. Regional integration as a driver of economic development and an important aspect of the multilateral trading system is discussed, while integration agreements in Europe, North America, Latin America and the Caribbean provide the basis for analysis of the impact of regional integration movements. 3 Credits/ Prerequisite: INTC 500

INTC 525  International Monetary Theory and Policy
This course is a post-graduate course for undergraduate students who have foundation knowledge in the principles of economics. Students learn about the principles of international economics and international finance. Topics covered include the balance of payments, foreign exchange markets and the macroeconomics of international transactions. The use of case studies provides students with an opportunity to apply knowledge of international monetary issues to real-world events. 3 Credits/ Prerequisites: ECON 120 and ECON 125, or relevant undergraduate equivalent or experience

INTC 530  Trade and Intellectual Property
Intellectual Property (IP) plays a significant role in the advancement of economic development and in the facilitation of international trade through treaties for multilateral protection. This course provides students with a broad overview of key aspects of IP and of the role that intellectual property plays in the international trade agenda. Students learn about the World Trade Organization (WTO) agreement on Trade-Related aspects of Intellectual Property Rights (TRIPS) and intellectual property rights issues in the Doha Development Agenda. 3 Credits/ Prerequisite: INTC 500

INTC 533  The Politics of Trade
This seminar helps students develop an understanding of the political forces that influence the multilateral decision-making process. Issues to be covered will include the political aspect of U.S. foreign trade policy and its influence in international trade negotiations; the power of emerging economies – Brazil, Russia, India and China (BRIC) – to influence negotiating mandates; the power of the European Union; and the role of coalition groupings such as the African, Caribbean and Pacific (ACP) Group, Least Developed Countries (LDCs), Small Island Developing States (SIDS), Small and Vulnerable Economies (SVEs), Group of 20 (G20), and Group of 33 (G33). 3 Credits/ Prerequisite: INTC 500

INTC 534  International Negotiations
In this seminar, students explore the principles, processes, and techniques involved in interest-based negotiation. Students learn about the various stakeholders involved in international trade negotiations (government ministries, non-government groups, industries) and use objective criteria to examine stakeholder interests and options for resolving trade problems. Through a simulation exercise, students develop negotiating skills in the international trade arena. 3 Credits/ Prerequisite: INTC 500

INTC 535  Trade and Climate Change
This course examines the impact of climate change on the environment and the global economy, with special attention paid to the relationship between the multilateral trading system and the emerging international regime on climate change. Students explore the linkage between trade and climate change through critical analysis of relevant reports by the United Nations Environment Programme (UNEP) and the World Trade Organization (WTO). 3 Credits/ Prerequisites: INTC 510 and INTC 520
INTC 540  International Partnerships
This course is designed to introduce students to several of the issues, problems and decisions associated with creating and managing various forms of international collaborations and partnerships. Instruction incorporates the use of student teams, case-based, discussion and interactive formats, with active learning and problem solving on a daily basis.  3 Credits/ Prerequisite: INTC 500

INTC 545  Transportation Logistics for Trade Facilitation
In this course, students examine the relationship between the growth of trade and transportation costs, with particular focus on Latin America and the Caribbean. Maritime transport, which accounts for 80 percent of the world’s merchandise trade, is also addressed. Students will develop an understanding of trade facilitation, which seeks to secure improvements in the efficiency of the processes associated with trading goods across national borders. 3 Credits/ Prerequisite: INTC 500

INTC 550  Competition Law and Policy
This course introduces students to the main categories of analysis for applying antimonopoly law: monopolies, cartels, horizontal agreements, vertical agreements and structural changes and provides students with the practical tools for monopoly analysis. Students also examine competition policy in the Caribbean and the relationship between competition policy and the multilateral trading system. 3 Credits/ Prerequisite: INTC 500

The College offers the following franchised programmes from the Michener Institute for Applied Health Sciences:

- Post Graduate Certificate – Diabetes Educator
- Diagnostic Medical Ultrasound

*Students interested in accessing these courses must seek further information from the School of Continuing Education and Lifelong Learning:*
Certificate – Basic Web Page Design (3 credits)
This course is designed to provide students with the skills to design and create web pages. Students will gain an appreciation of the internet as a tool for corporate communications and will understand how web sites are used to facilitate content delivery. This course may be used in partial fulfillment of matriculation requirements for IT degrees offered at the College.

Certificate – Business Communication (3 credits)
‘Business Communication’ will engage students in learning and practising an array of oral and written communication skills relevant to the workplace. The objective is to produce a graduate who will be confident and effective in responding to the diverse demands of the modern workplace.

Certificate – Computer Literacy (3 credits)
Students will understand the basics of computing operating systems and the internet. They will acquire knowledge and competence in the use of popular applications such as Word, Access, Excel and PowerPoint. Students will acquire the wherewithal to increase personal efficiency and produce appropriately formatted documents to professional standards. Students may transfer credits earned from this course to non IT degrees at the College.

Certificates:
Conversational French – Level I (4 credits)
Conversational German – Level I (4 credits)
Conversational Spanish – Level I (4 credits)
These introductory four (4) credit courses are designed to provide participants with an understanding of the target culture and the necessary functional skills to survive in a native speaker environment. Topics such as greetings and introductions, describing oneself, telling time and expressing likes and dislikes are embedded in the context of real life situations. While emphasis is placed on the acquisition and development of speaking and listening skills, students will also acquire basic competence in reading and writing effectively in the target language.

Certificate – Conversational Spanish – Level II (4 credits)
This is the second of a series of courses designed to develop functional skills in speaking, listening, reading and writing as required to interact formally and informally with native speakers. The course seeks to equip participants with specific language skills while developing an awareness of the target culture so as to meet a number of basic survival needs. These include completing basic transactions at immigration, at a hotel, a bank, a restaurant, and while shopping and moving around the city. Focus is placed on the development of oral and aural skills. This course is designed for persons who have successfully completed Conversational Spanish Level I.

Certificate – Conversational Spanish – Level III (4 credits)
This is the last of a series of courses designed to develop a more sophisticated level of speaking, listening, reading and writing skills required to interact with native speakers in formal and informal settings. The course seeks to develop knowledge of the target culture along with the language skills to successfully handle a variety of communicative tasks including: recounting events in the simple past, discussing occupations and education, comparing and contrasting family life and describing one’s community. Special emphasis is placed on the development of listening and speaking skills. This course is designed for persons who have successfully completed Conversational Spanish Level II.
Certificate – Event Planning (3 credits)
In recent times, the traditional concept of an event as mainly a celebratory or fundraising activity has been challenged as businesses and other organizations have increasingly recognized the value of events as tools for creating or increasing market awareness and building business relationships. In this course students will be provided with a sound introduction to the principles of event planning including the promotion, planning (e.g. concept or theme development, budgeting, selection and coordination of resources including site, personnel, utilities and permits), execution and evaluation of an event.

Certificate – Geographic Information Systems (3 credits)
Students will be introduced to fundamental theory and basic concepts related to geographic information systems, their applications and benefits. The course emphasizes the development of practical skills through hands-on projects and group participation in planning, designing and costing a small geographic information system (GIS) tailored to the needs of a specific organization.

Certificate – Image, Etiquette and Protocol (2 credits)
This course is for those with a professional or personal interest in developing or improving a strong personal image and understanding the potential impact of appropriate etiquette and protocol in business and social settings. Students will examine a variety of topics such as greetings, introductions, correct forms of address (including honorifics), personal aesthetics and image management, effective verbal and non-verbal communication and the impact of cultural practice on perception.

Certificate – Introduction to Computer Art (5 credits)
This course provides the basic skills necessary to utilize the three main publishing software applications used in the graphic design industry: Adobe Illustrator, Adobe Photoshop and Adobe InDesign. Students will learn the fundamentals of the Macintosh operating system, as well as basic document setup, creation and printing. Principles of design, typography, image manipulation and colour theory will be included. This course provides the student with the tools and knowledge to further a career in the many areas offered in the graphic design industry.

Certificate – Jewelry – Basic Design Techniques (2 credits)
This course provides students with a sound foundation in the basics of jewelry design, including, producing drawings, making three dimensional design prototypes, working with various materials and casting, setting and polishing stones. Students focus on developing a personal aesthetic and the practical design skills necessary to translate ideas into reality. In addition, students are exposed to the basic principles of marketing and distribution in order to equip them to enter the market place. The course culminates in an exhibition of students’ work produced during the course.

Certificate – Small Business Development – Idea to Entrepreneur (3 credits)
This course is aimed at persons wishing to gain the theoretical and practical knowledge of how to start a business. Students are encouraged to evaluate and choose among competing ideas for small business start-up ventures. They are then provided with step by step support in translating these into comprehensive business plans based on sound principles of financial management.
COMPASS (Compensatory Programmes and Academic Support Services)

Purpose of the Centre: The COMPASS Centre has been designed as an alternative pathway to tertiary level education for those students who have the aptitude and the desire to pursue tertiary education but are currently academically under-prepared.

What We Do: At the COMPASS Centre we help students to acquire the basic knowledge, skills and attitudes necessary to function effectively at tertiary level. We offer courses in mathematics, reading, writing, science, computer literacy and life skills which are pitched at a level and pace to facilitate student learning. These courses are taught by qualified, experienced and trained lecturers and are offered in the day and evening at all COSTAATT sites. Tutorial support is provided through mathematics, reading and writing labs which are staffed by skilled educational support technicians. In addition, to facilitate students’ psychosocial resilience, further support is provided in the form of guidance counseling and academic and developmental advisement.

How Students Transition into College Programmes: The COMPASS programme is designed to help students gain the necessary qualifications to access the degree programme of their choice in COSTAATT. The duration of study in COMPASS depends on students’ entry-level competencies, their performance on the placement test in English and mathematics, the admission requirements of the programme they wish to pursue at COSTAATT and their own application to study. Before students can matriculate into their chosen programmes, they must consult with their dedicated advisor who will ensure that all courses required for the pursuit of the chosen programme of study have been completed and that the student has earned a minimum cumulative G.P.A of 2.0 in pre-college courses. Once all these elements are satisfied, students gain entry to their chosen programmes.
Programme Details:

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<tr>
<th>CODE</th>
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<tr>
<td>BIOL 090</td>
<td>Introduction to Concepts in Biology I</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 092</td>
<td>Introduction to Concepts in Biology II</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 090</td>
<td>Introduction to Concepts in Chemistry I</td>
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<td>CHEM 092</td>
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<tr>
<td>CPDR 010</td>
<td>Life Skills</td>
<td>3</td>
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<tr>
<td>GRDE 095</td>
<td>Introduction to Drawing</td>
<td>3</td>
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<tr>
<td>GRDE 098</td>
<td>Introduction to Painting</td>
<td>3</td>
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<tr>
<td>ITEC 091</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>ITEC 092</td>
<td>Introduction to Word Processing</td>
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<tr>
<td>ITEC 093</td>
<td>Introduction to Spreadsheets</td>
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<tr>
<td>ITEC 094</td>
<td>Introduction to Slide Presentations</td>
<td>1</td>
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<tr>
<td>ITEC 095</td>
<td>Introduction to the Internet</td>
<td>1</td>
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<tr>
<td>MATH 091</td>
<td>Pre Algebra</td>
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<tr>
<td>MATH 092</td>
<td>Basic Algebra</td>
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<tr>
<td>MATH 093</td>
<td>Intermediate Algebra</td>
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<tr>
<td>MUSC 003</td>
<td>Introduction to Music Theory</td>
<td>3</td>
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<tr>
<td>MUSC 004</td>
<td>Introduction to Aural Skills</td>
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<tr>
<td>PHYS 090</td>
<td>Introduction to Concepts in Physics I</td>
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</tr>
<tr>
<td>PHYS 092</td>
<td>Introduction to Concepts in Physics II</td>
<td>3</td>
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<tr>
<td>READ 094</td>
<td>Introduction to Academic Reading I</td>
<td>3</td>
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<tr>
<td>READ 096</td>
<td>Introduction to Academic Reading II</td>
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<tr>
<td>READ 098</td>
<td>Introduction to Academic Reading III</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 092</td>
<td>Oral Communication Skills</td>
<td>3</td>
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<tr>
<td>WRIT 093</td>
<td>Introduction to Academic Writing I</td>
<td>3</td>
</tr>
<tr>
<td>WRIT 095</td>
<td>Introduction to Academic Writing II</td>
<td>3</td>
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<tr>
<td>WRIT 097</td>
<td>Introduction to Academic Writing III</td>
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</table>

Course Descriptions:

**BIOL 090  Introduction to Concepts in Biology I**
Through this course students acquire basic knowledge of key biological principles and gain an understanding of the world of biology. Through laboratory and field work, lectures and tutorials, students will explore the topics: the organization of life, ecology, energy transfers, transport in living systems and the structure and function of cells. 3 Credits/ Prerequisite: None

**BIOL 092  Introduction to Concepts in Biology II**
Through this course students acquire basic knowledge of key biological principles and obtain an understanding of the world of biology. Through laboratory and field work, lectures and tutorials, students will explore the topics: reproduction and the principles of inheritance, coordination and control, movement and support, excretion and disease. 3 Credits/ Prerequisite: BIOL 090

**CHEM 090  Introduction to Concepts in Chemistry I**
This course provides students with an understanding of the fundamental principles of chemistry. Through laboratory work, lectures and tutorials students will focus on understanding matter and be able to relate chemistry to everyday life. 3 Credits/ Prerequisite: None

**CHEM 092  Introduction to Concepts in Chemistry II**
This course provides students with an understanding of the fundamental principles of chemistry. Through laboratory work, lectures and tutorials, students will focus on the depiction of compounds and chemical reactions by the use of formulae and equations. They will also explore the concept of the molar. 3 Credits/ Prerequisite: CHEM 090
COPR 010  Life Skills
In this course students will develop the knowledge, skills and attitudes that promote personal development, health and well-being. Upon completion, they will become more balanced individuals poised to successfully maneuver through the tertiary level environment and life's most challenging moments. 3 Credits/ Prerequisite: None

GRDE 095  Introduction to Drawing
This is an entry level course in which students gain an understanding of the indispensable role of drawing as an important aspect of art making. Upon completion of this course, students will develop a keen, sensitive eye for detail and an understanding of the function and types of drawing material used in graphic design. They will learn the importance of choosing the right drawing material to suit drawing subjects. 3 Credits/ Prerequisite: None

GRDE 098  Introduction to Painting
This is an introductory studio art course in which students will develop skills and techniques in painting. Through lectures and hands-on studio experience, they will become familiar with the history, process and discipline of painting; and consequently develop an appreciation of painting as it relates to artistic expression. 3 Credits/ Prerequisite: None

ITEC 091  Introduction to Computers
In this course students will explore the basics of computers and the Windows environment. Students will understand features of the desktop; develop techniques for efficiently using the keyboard and mouse; and acquire skills in file management and manipulation, multi-tasking, directories, files extensions and finding files. 3 Credits/ Prerequisite: None

ITEC 092  Introduction to Word Processing
This course adopts a hands-on approach to assist students with the development of the necessary skills for preparing electronic documents through word processing. They will utilize basic word commands to create, edit and format documents to produce professional-level documents. 1 Credit/ Prerequisite: ITEC 091

ITEC 093  Introduction to Spreadsheets
In this course students will acquire the skills necessary to prepare electronic spreadsheets, using a hands-on approach. They will utilize basic excel commands to create and manipulate worksheets that include file management features for opening, saving and printing. 1 Credit/ Prerequisite: ITEC 092

ITEC 094  Introduction to Slide Presentations
By completing this course students will be able to clearly convey information using slides as a presentation tool. Using a hands-on approach, students will use features to transform slides into professional presentations for different types of audiences. 1 Credit/ Prerequisite: ITEC 093

ITEC 095  Introduction to the Internet
At the end of this course students will be able to appropriately and effectively use the internet. Through a hands-on approach students will learn to use features of the Internet to enhance their learning experience; these will include the use of e-mail and an exploration of security issues associated with internet use. 1 Credit/ Prerequisite: ITEC 094
MATH 091  Pre Algebra
Students who have never been exposed to arithmetic or have been away from the subject for quite some time will benefit from this course. Students will review and improve mathematical skills and concepts as well as gain an appreciation for operations on numbers. They will acquire the mathematical foundation for continued studies and success in college mathematics and other areas.  
3 Credits/ Prerequisite: None

MATH 092  Basic Algebra
Students who have never been exposed to algebra or have been away from the subject for quite some time will benefit from this course. Students will review and improve basic algebraic skills and concepts.  
3 Credits/ Prerequisite: MATH 091

MATH 093  Intermediate Algebra
Through this course, students will acquire the reasoning skills and mathematical tools necessary to be successful in college-level mathematics courses. While developing mathematical skills, students will focus on in-depth understanding of concepts that will enable them to apply mathematical skills and make meaningful connections to life experiences.  
3 Credits/ Prerequisite: MATH 092

MUSC 003  Introduction to Music Theory
In this course, students will Learn the most basic principles of music theory. Areas covered in this course include: the notes on the keyboard (chromatic), major scales, intervals, triads, time signatures and key signatures.  
3 Credits/ Prerequisite: None

MUSC 004  Introduction to Aural Skills
In this course students will explore sight reading and ear training. They will develop audiation skills as well as basic dictation and notation skills.  
3 Credits/ Prerequisite: None

PHYS 090  Introduction to Concepts in Physics I
In this course students will understand basic principles of physics in the areas of measurement, mechanics, heat and waves. They will focus on experimental inquiry, discovery and understanding of basic concepts and their applications to the world around us.  
3 Credits/ Prerequisite: None

PHYS 092  Introduction to Concepts in Physics II
In this course students will understand basic principles of physics in the areas of electricity, magnetism, electromagnetism, atomic and nuclear physics. They will focus on experimental inquiry, discovery and understanding of basic concepts and their applications to the world around us.  
3 Credits/ Prerequisite: PHYS 090

READ 094  Introduction to Academic Reading I
This is the first of three reading courses offered in the COMPASS programme. In this course, students will focus on word attack strategies that will help them to engage in academic reading with more confidence. These strategies include phonic strategies, word analysis and context clues.  
3 Credits/ Prerequisite: None

READ 096  Introduction to Academic Reading II
In this reading course students will understand that reading is thinking. They will have the opportunity to improve their comprehension and study skills and their academic vocabulary. Students will also learn strategies that will help them to engage in academic reading with more confidence.  
3 Credits/ Prerequisite: READ 094
READ 098  Introduction to Academic Reading III
In this third reading course students will continue to perceive reading as thinking. Students will have the opportunity to acquire advanced academic vocabulary, comprehension and study skills which will better prepare them to cope with their academic reading assignments. 3 Credits/ Prerequisite: READ 096

SPCH 092  Oral Communication
In this course students will focus on the verbal, visual and written aspects of public speaking. They will learn how voice and body language can be used as powerful tools of communication. They will also learn different ways of organizing a speech so as to enhance the delivery of a message. 3 Credits/ Prerequisites: READ 098 and WRIT 097

WRIT 093  Introduction to Academic Writing I
This is the first of three writing courses offered in the COMPASS programme, all of which are designed to prepare students to effectively address the requirements of academic writing at the College. In this course students will focus on the major parts of speech, subject and predicate, the application of spelling strategies and rules of punctuation and differentiating between sentence fragments and complete sentences. 3 Credits/ Prerequisite: None

WRIT 095  Introduction to Academic Writing II
In this course, students will acquire skills to become more effective writers. They will learn the functions and uses of major parts of speech, and will be able to apply spelling strategies to differentiate between sentence fragments and complete sentences. They will also be able to use various types of sentences and paragraph organization in their writing. 3 Credits/ Prerequisite: WRIT 093

WRIT 097  Introduction to Academic Writing III
In this writing course students will be launched on the pathway to academic discourse and successful negotiation of academic writing requirements at the College. They will hone their writing skills by using a variety of sentence structures and appropriate diction. They will also continue to improve their mastery of the rules of grammar and to enhance their paragraph writing and essay writing skills so as to more confidently engage in academic writing. 3 Credits/ Prerequisite: WRIT 095

Faculty Information:

Permilla Farrell – Director
Senior Lecturer – English, Communication
M.Ed., Dip. Ed., BA
Research Interest: Reading-challenged students; scaffolding students’ transition from secondary to tertiary education

Jeffrey Maynard
Coordinator, Developmental Mathematics
M.Sc. (specialisation in Mathematics Education); BSc

Leone de Souza
Coordinator—Science Foundation
M Phil, B. Sc., Dip. Ed.
Research Interest: Human health and nutrition

Joy Roach Simpson
Coordinator—Developmental English
M.Ed., Dip. Ed., BA

Sitara Gardener
Senior Lecturer, Developmental Mathematics
M. Ed., B. Ed.

Patrick Medford
Senior Lecturer, Chemistry
M. Sc., B. Sc.

Louann Hospedales
Senior Lecturer, Developmental English
MA, Dip. Ed., BA

Hamere La Rose
Senior Lecturer, Developmental Mathematics

Karyn David
Lecturer, Biology
B.Sc.
Stephanie Faria  
Senior Lecturer, Developmental English  
M.Ed., Dip. Ed., BA

Karole George-Drue  
Senior Lecturer, Developmental English  
MA, BA

Joseph De Gannes  
Senior Lecturer, Developmental Mathematics  
B.A., Dip Ed.

Camille Reid  
Lecturer, Life Skills  
B.Sc.

Karen Louison  
Senior Lecturer, Physics  
M.Sc.

Shireen Gajusingh  
Lecturer, Chemistry  
BSc.

Tricia Joseph  
Developmental Advisor  
B.Sc.

Assata Omowale  
Developmental Advisor  
M.Sc. B.Sc.

Kerriann Toby  
Guidance Counsellor  
M.Sc. B.Sc.

T’shura Sempel  
Developmental Advisor  
B.Sc.