



DEPARTMENT
OF
CONTINUING EDUCATION

REGISTRATION INFORMATION

RECORDING DAY - Wednesday 24 April, 2018

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

TIMES — 9:00 a.m. — 3:30 p.m.

REGISTRATION DAY — Monday 30 April, 2018

TIMES — 9:00 a.m. - 3:30 p.m.

SEMESTER THREE

Commencement Date: Wednesday 9th May, 2018

Termination Date: Thursday 19th July, 2018

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

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BUSINESS STUDIES/BUSINESS ADMINISTRATION					
ACC101	Introduction to Financial Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
ACC102	Intermediate Financial Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
CIT101	Computer Applications	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$430
CIT101	Computer Applications	Saturdays	9:00 – 1:00	48 hrs	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
ECO102	Microeconomics	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
ACC203	Management Accounting	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300

SECRETARIAL STUDIES/OFFICE ADMINISTRATION					
ACC101	Introduction to Financial Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
CIT101	Computer Applications	Tues & Thurs	5:00 – 7:30	48 hrs	\$430
CIT101	Computer Applications	Saturdays	9:00 – 1:00	48 hrs	\$430
COM103	Communication Studies I	Mon. & Wed	5:00 – 7:30	48 hrs	\$300
MAT105	Mathematics of Finance	Tues & Thurs.	5:00 – 7:30	48 hrs	\$300
AOA105	Shorthand 1B	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300

CRIMINAL JUSTICE					
CIT101	Computer Applications	Saturdays	9:00 – 1:00	48 hrs	\$430
CIT101	Computer Applications	Tues & Thurs	5:00 – 7:30	48 hrs	\$430
COM103	Communication Studies I	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
SOC101	Introduction to Sociology	Tues & Thurs	5:00 – 7:30	48 hrs	\$300
SOW106	Research Methods I	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300

SOCIAL WORK					
CIT101	Computer Applications	Tues & Thurs	5:00 – 7:30	48 hrs	\$430
CIT101	Computer Applications	Saturdays	9:00 – 1:00	48 hrs	\$430
COM103	Communication Studies I	Mon & Wed	5:00 – 7:30	48 hrs	\$300
SOW108	Social Work with Individuals & Families	Tues & Thurs	5:00 – 7:30	48 hrs	\$300
SOW106	Research Methods I	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
SOC101	Introduction to Sociology	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
	Substance Abuse (Assoc. Degree students)	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300

PARA LEGAL STUDIES					
PLS115	Contract Law	Tuesdays	5:00 – 7:30	48 Hrs	\$4,000 for the entire programme.
PLS222	Succession Law	Thursdays	5:00 – 7:30	30 Hrs	

TECHNICAL COURSES						
ELE215	Electrical Installations (Level I)	Mon. & Wed.	5:00 – 7:30	48 hrs	\$500	
ELE216	Electrical Installations (Level II)	Tues & Thurs	5:00 – 7:30	48 hrs	\$500	
ELE217	Electrical Installations (Level III)	Mon & Wed	5:00 – 7:30	48 hrs	\$500	
RAC103	Refrigeration Technology(Part I)	Tues & Thurs	5:00 – 7:30	48 hrs	\$500	
RAC104	Refrigeration Technology(Part II)	Mon & Wed	5:00 – 7:30	48 hrs	\$500	
	Tiling Theory & Practice (Part I)	Mon & Wed	5:00 – 7:30	48 hrs	\$500	
	Basic Car Maintenance	Saturday	9:00 – 12:00	48 hrs	To be announced	

ACCESS COURSES						
MAT002	Remedial Mathematics	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300	
COM002	Reading & Writing Fundamentals	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300	
MAT002	Remedial Mathematics (Part I)	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300	
MAT002	Remedial Mathematics (Part I)	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300	
MAT002	Remedial Mathematics (Part II)	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300	
CHM001	Elementary Chemistry	Tues. & Thurs	5:00 – 7:30	48 hrs	\$300	
PHY001	Elementary Physics					

ACCESS COURSES (Secondary School Students)						
MAT002	Remedial Mathematics (Part I)	Mon - Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
CHM001	Elementary Chemistry	Mon – Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
PHY001	Elementary Physics	Mon – Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
FRE116	Functional French	Mon – Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
SPA116	Functional Spanish	Mon - Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300

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

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

These access courses will be available post CXC Examinations.

Start Date: Monday 11th June, 2018

Recording Date: Thursday 24th May, 2018 (Call or come in to secure a place)

Registration Date: Wednesday 30th May, 2018

Look out for

List of Full-time DTEMS courses will be published in May.

IMPORTANT INFORMATION

- ❖ Recording Day – day on which office is contacted to enter name on class list of course one is interested in pursuing.
- ❖ All students are required in addition to the tuition fee to pay:
 - Registration Fee - \$20.00
 - Insurance Fee - \$7.00
- ❖ The Insurance fee of \$7.00 is to provide coverage for part-time students while attending classes at the Sir Arthur Lewis Community College. The Insurance plan includes:
 - Accidental Death and Dismemberment
 - Accidental medical expenses
 - Permanent disability
- ❖ All fees are to be paid at the Bank of St Lucia into SALCC Account #904120789. **Please ensure that the slip is completed in TRIPLICATE, that the ENTIRE SLIP (not just the stub) is presented and that your NAME is clearly printed on the back of the bankslip.**
- ❖ In order for registration to be complete, students **must return the bank slip to the Office** during the registration period. Consequently, only students who have submitted the relevant bank slips to the Office will be allowed to attend classes.
- ❖ **Please note that a LATE REGISTRATION FEE OF \$25.00 will have to be paid during the late registration period.** Register early to avoid the additional fee.
- ❖ Before registering for any course, students are expected to have met the pre-requisite requirements. Please inquire about courses with pre-requisites. Failure to meet the requirements in this regard may result in students not being allowed to register for that particular course.
- ❖ Non St Lucian students should inquire about the current fee structure in force before enrollment.
- ❖ Please take time to read our current **REFUND POLICY STATEMENT** on or before the registration period.
- ❖ **The onus is on the student to complete and submit withdrawal forms as soon as he/she withdraws from a course or cancels registration.**
- ❖ **Sir Arthur Lewis Community College reserves the right to cancel courses and refund the monies to applicants if the minimum number of registrants is not attained. The College also reserves the right to make changes to course offerings, course fees, rooms and dates without prior notification.**

USEFUL TIPS FOR PROGRAMME STUDENTS

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