



DEPARTMENT
OF
CONTINUING EDUCATION

REGISTRATION INFORMATION

RECORDING DAY - Wednesday 24 April, 2019

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

TIMES — 9:00 a.m. — 3:30 p.m.

REGISTRATION DAY — Tuesday 30 April, 2019

TIMES — 9:00 a.m. - 3:30 p.m.

SEMESTER THREE

Commencement Date: Monday 13th May, 2019

Termination Date: Thursday 18th July, 2019

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

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BUSINESS STUDIES/BUSINESS ADMINISTRATION					
ACC101	Introduction to Financial Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
ACC102	Intermediate Financial Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
ACC203	Management Accounting	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
CIT101	Computer Applications	Saturday	9:00 – 1:00	48 hrs	\$430
CIT203	Intermediate Spreadsheet	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$430
ECO102	Microeconomics	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
MAT106	Mathematics for Business	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
MAT107	Business Statistics I	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
MAT208	Business Statistics II	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	Saturday	9:00 – 1:00	48 hrs	\$430
MAT105	Mathematics of Finance	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300
AOA211	Shorthand IIA	Tues. & Thurs.	5:00 – 7:30	48 hrs	\$300

CRIMINAL JUSTICE					
CIT101	Computer Applications	Saturdays	9:00 – 1:00	48 hrs	\$430
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
SCI1001	General Science	Tues & Thurs	5:00 – 7:30	48 hrs	\$300
CIP201	Caribbean Issues and Perspectives	Mon. & Wed.	5:00 – 7:30	48 hrs	\$300

SOCIAL WORK					
CIT101	Computer Applications	Saturdays		48 hrs	\$430
CIP201	Caribbean Issues and Perspectives (AD)	Mon & Wed		48 hrs	\$300
SOW106	Research Methods I	Mon. & Wed.		48 hrs	\$300
SOC101	Introduction to Sociology	Tues. & Thurs		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 & Practice	Thursdays	5:00 – 7:30	30 Hrs	

TECHNICAL COURSES					
ELE215	Electrical Installations (Level I)	Mon. & Wed.	5:00 – 7:30	48 hrs	\$550
ELE216	Electrical Installations (Level II)	Tues & Thurs	5:00 – 7:30	48 hrs	\$550
ELE217	Electrical Installations (Level III)	Mon & Wed	5:00 – 7:30	48 hrs	\$550
RAC104	Refrigeration Technology(Part II)	Tues & Thurs	5:00 – 7:30	48 hrs	\$500
BTD101	Masonry Theory & Practice I	Saturday	9:00 – 1:00	48 hrs	\$550

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

Look out for

List of daytime courses for full time students will be published in May, after Final Examinations.

ACCESS COURSES (Secondary School Students)						
MAT002	Remedial Mathematics (Part I)	Mon - Thurs	9:00 – 12:00	OR 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 1	Mon – Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
SPA116	Functional Spanish 1	Mon - Thurs	9:00 – 12:00	12:30 – 3:30	48 hrs	\$300
<p><i>Please note that Access courses are accepted in lieu of CXC passes at the:</i></p> <ul style="list-style-type: none"> - Division of Agriculture (DAGRI) - Department of Health Sciences (DHS) - Division of Technical Education and Management Studies (DTEMS) <p><i>These access courses will be available post CXC Examinations.</i></p> <p><i>Start Date:</i> Monday 17th June, 2019</p> <p><i>Recording Date:</i> Thursday 30th May, 2019 (Call or come in to secure a place)</p> <p><i>Registration Date:</i> Wednesday 5th June, 2019</p>						

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.