

DEPARTMENT OF CONTINUING EDUCATION

**SEMESTER III (Summer)
2019/2020**

REGISTRATION PERIOD -

Wednesday 27 May – Wednesday 3 June, 2020

**Commencement Date: Monday 8th June,
2020**

Termination Date: Friday 7th August, 2020

**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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HOSPITALITY STUDIES/BUSINESS ADMINISTRATION

| | | | | | | Non Program | Program |
|--------|--------------------------------|----------------|---------------|--------|-------|----------------|---------|
| ACC101 | Introduction to Financial Acc. | Mon. & Wed. | 3:30-6:00 pm | 48 hrs | \$300 | \$270 | |
| ACC102 | Intermediate Financial Acc. | Tues. & Thurs | 3:30-8:30 pm | 48 hrs | \$300 | \$270 | |
| ACC125 | Hospitality Acc. | Mon. & Wed. | 6:00-8:30 pm | 48 hrs | \$430 | \$370 | |
| CIT101 | Computer Applications | Tues. & Thurs. | 6:00-8:30 pm | 48 hrs | \$300 | \$270 | |
| ECO102 | Microeconomics | Mon. & Wed. | 6:00-8:30 pm | 48 hrs | \$300 | \$270 | |
| ECO103 | Macroeconomics | Mon. & Wed. | 3:30-6:00 pm | 48 hrs | \$300 | \$270 | |
| MAT105 | Mathematics of Finance | Mon. & Wed. | 3:30-6:00 pm | 48 hrs | \$300 | \$270 | |
| MAT107 | Business Statistics I | Tues. & Thurs | 6:00-8:30 pm | 48 hrs | \$300 | \$270 | |
| FRE117 | Functional French II | Tues. & Thurs. | 3:30 -6:00 pm | 48 hrs | \$300 | \$270 | |

SECRETARIAL STUDIES/OFFICE ADMINISTRATION

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|--------|--------------------------------|----------------|--------------|--------|-------|-------|
| ACC101 | Introduction to Financial Acc. | Mon. & Wed. | 3:30-6:00 pm | 48 hrs | \$300 | \$270 |
| CIT101 | Computer Applications | Tues. & Thurs. | 6:00-8:30 pm | 48 hrs | \$430 | \$370 |
| MAT105 | Mathematics of Finance | Mon. & Wed. | 3:30-6:00 pm | 48 hrs | \$300 | \$270 |

CRIMINAL JUSTICE

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|--------|-----------------------|----------------|-----------|--------|-------|-------|
| CIT101 | Computer Applications | Tues. & Thurs. | 6:00-8:30 | 48 hrs | \$430 | \$370 |
| ECO103 | Macroeconomics | Mon. & Wed | 6:00-8:30 | 48 hrs | \$300 | \$270 |
| MAT107 | Business Statistics I | Tues. & Thurs. | 6:00-8:30 | 48 hrs | \$300 | \$270 |

SOCIAL WORK

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|--------|----------------------------|----------------|-----------|--------|-------|-------|
| CIT101 | Computer Applications | Tues. & Thurs | 6:00-8:30 | 48 hrs | \$430 | \$370 |
| MAT107 | Business Statistics I (AD) | Tues. & Thurs. | 6:00-8:30 | 48 hrs | \$300 | \$270 |
| ECO103 | Macroeconomics (AD) | Mon. & Wed. | 3:30-6:00 | 48 hrs | \$300 | \$270 |

TECHNICAL COURSE

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|--------|-------------------------------------|----------------|-------------|--------|-------|--|
| ELE215 | Electrical Installations (Level I) | Tues. & Thurs. | 6:00 – 8:30 | 48 hrs | \$523 | |
| ELE216 | Electrical Installations (Level II) | Tues. & Thurs. | 6:00 – 8:30 | 48 hrs | \$523 | |

ACCESS COURSES

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|--------|--------------------------------|----------------|-------------|--------|-------|--|
| MAT002 | Remedial Mathematics (Part I) | Tues. & Thurs. | 6:00 – 8:30 | 48 hrs | \$300 | |
| MAT002 | Remedial Mathematics (Part II) | Tues. & Thurs. | 6:00 – 8:30 | 48 hrs | \$300 | |
| CHM001 | Elementary Chemistry | Tues. & Thurs. | 3:30 – 6:00 | 48 hrs | \$300 | |
| PHY001 | Elementary Physics | Mon. & Wed. | 3:30 - 6:00 | 48 hrs | \$300 | |
| FRE116 | Functional French I | Mon. & Wed. | 3:30 - 6:00 | 48 hrs | \$300 | |

IMPORTANT INFORMATION

- ❖ This MUST be done at Bank of St Lucia; account # 904-120-789
- ❖ Ensure that the deposit slips are filled in triplicate and that your NAME, email address and contact numbers are clearly printed
- ❖ In addition to the tuition fee, students are required to pay:
 - a registration fee of \$20
 - an insurance fee of \$7 for students attending classes on campus
- ❖ All courses will be delivered online via Moodle, EXCEPT the Electrical Installations courses
 - Students MUST have one of the following devices: smart phone, laptop or PC, with internet/Wifi access
- ❖ 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.

Registration Process

On completion of the application form online, proceed to make the payment at Bank of St. Lucia

- Option 1: Send a copy of the deposit slip to doce@apps.salcc.edu.lc
- Option 2: Bring deposit slip to the Department of Continuing Education between the hours of 9:00 am – 1:00 pm

- ❖ Only students who have met the above requirements will be allowed access to the courses
- ❖ **All queries or concerns should be directed to doce@apps.salcc.edu.lc, or telephone number 457-7392**
- ❖ Non St Lucian students should inquire about the current fee structure in force before enrollment.
- ❖ **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.**
- ❖ **Access courses will also be offered in Semester I 2020, for students who are unable to register for summer**
- ❖ Students should check the College's website for information on courses offered at our Southern Campus this semester

USEFUL TIPS FOR PROGRAMME STUDENTS

- ❖ Always consult the Department if in doubt, when selecting courses.
- ❖ Do Core/Programme courses first whenever possible.
- ❖ Inform the Department immediately following any changes in name, address or telephone numbers.
- ❖ Memorize your ID number.

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)