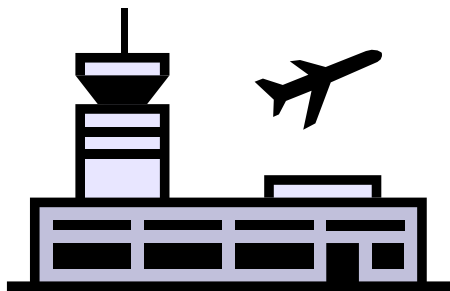


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ABOUT THE POLYTECHNIC

The Samuel Jackman Prescod Polytechnic was established in 1969 at University Row, Deep Water Harbour, Bridgetown. In 1972 the Barbados Technical Institute was merged with the Polytechnic, which operated branches at Richmond and Grazettes Industrial Park.

In 1975 there was a further extension of the Polytechnic when the Division of Agriculture was set up at Eckstein Village. Later in the year the main branch of the Polytechnic was removed from the Harbour and re-sited at “Melbourne”, Belmont Road in order to make room for the Harbour expansion.

During this period technical and vocational training experienced changes following the building of the new Polytechnic at Wildey facilities at House-Craft Centre, Bay Street had become inadequate to serve the needs of students and to service the new programmes in Home Economics and so, on May 26, 1982, expanded programmes offering full-time courses in Home Economics, Clothing Craft, Cosmetology, Industrial Sewing Machines and Garment Making formed the Division of Human Ecology.

The Polytechnic’s full-time programmes were semesterised in 2003. The Semesters runs from August to December and from January to May.

Apart from its own programmes, the Polytechnic also provides training for the Barbados Vocational Training Board, students of Secondary Schools, Industrial Workers and teachers of our schools.

MISSION STATEMENT

To be the leader in the preparation of a highly trained workforce by providing qualified persons with quality competency-based technical and vocational training that responds to the future employment and lifelong needs of its students.

INSTRUCTIONS FOR APPLYING

Application forms will be mailed to applicants on request.

Applications should reach the Polytechnic by March 31 for programmes scheduled to commence August of that year.

Successful applicants will be notified by the end of May.

Under-subscribed courses may be cancelled.

Full-Time Programmes

DIVISION	PROGRAMME	DURATION	FEE PER YEAR
AGRICULTURE	Certificate in Animal Husbandry	1 years	\$260.00
	Certificate in Crop Husbandry	1 year	\$260.00
	Diploma in Agriculture	2 years	\$260.00
	Landscaping & Horticulture	1 year	\$200.00
AUTOMOTIVE & WELDING	Autobody Repairs	2 years	\$260.00
	Maritime Operations	1 year	\$260.00
	Motor Vehicle Engineering	3 years	\$260.00
	Small Engine Repairs	1 year	\$260.00
	Welding Engineering	2 years	\$260.00
BUILDING	*Boat Building	2 years	\$260.00
	Cabinet & Furniture Making	2 years	\$260.00
	Carpentry & Joinery	2 years	\$260.00
	Masonry	2 years	\$260.00
	Painting & Decorating	1 year	\$260.00
	Plumbing	2 years	\$260.00
	Shoemaking & Upholstery	1 year	\$260.00
	Tourism Craft	1 year	\$260.00
BUSINESS STUDIES	Certificate in Office Technology	1 year	\$260.00
	Certificate in Office Administration	1 year	\$260.00
	Certificate in Accounts Technology/ Administration	1 year	\$260.00
	Diploma in Office Technology	1 year	\$300.00
	Diploma in Office Administration	1 year	\$300.00
Diploma in Accounts Technology/ Administration	1 year	\$300.00	
ELECTRICAL ENGINEERING	Computer Maintenance	4 months	\$270.00
	Electronics Servicing Technology	2 years	\$270.00
	Electrical Installation Wiring	1 year	\$260.00
	Electrical Installation	2 years	\$260.00
	Micro Computer Technology	2 years	\$270.00
	*Network Technologies	2 years	\$270.00
	Refrigeration & Air-conditioning	2 years	\$260.00
GENERAL STUDIES	*Architectural Drafting Technology	2 years	\$300.00
	*Civil & Structural Drafting Technology	2 years	\$300.00
HUMAN ECOLOGY	Geriatric Studies	7 months	\$200.00
	Catering	1 year	\$210.00
	*Diploma Cosmetology	2 years	\$300.00
	Esthetics	1 year	\$300.00
	Garment Making	1 year	\$210.00
	Home Economics	2 years	\$210.00
MECHANICAL ENGINEERING	Mechanical Maintenance	2 years	\$260.00
	Printing	2 years	\$260.00

*These programmes are offered every two years.

Full-time programmes are held Monday to Friday between the hours of 9.00 a.m. and 3.50 p.m.

Division of Agriculture

DIPLOMA IN AGRICULTURE

DURATION: 2 years

**CERTIFICATION: Polytechnic Diploma
City & Guilds Certificate**

The Diploma in Agriculture is a two-year programme designed for individuals who intend to pursue a vocation in farming or careers as agricultural assistants or skilled technicians. The programme also provides a solid practical foundation for those who wish to pursue further academic studies. The core areas covered are livestock husbandry: pigs, poultry, small stock, beef and dairy; crop husbandry: vegetables, cash crops, root crops, fruit trees; and principles of agriculture: climate, soils, soil fertility. Participants undergo training in aspects of farm engineering such as tractor operations and preventative maintenance, farm structures, irrigation and drainage. Students are required to take courses in related areas: communication skills, accounts, health and safety and work ethics. The combination of core and related courses, together with a 12-week job attachment, results in well-rounded graduates who readily find employment in the agricultural sector. The areas covered are:

- ? Animal Science
- ? Small Business Management
- ? Plant Science
- ? Crop Protection
- ? Principles of Agriculture Theory and Practice
- ? Farm Management
- ? Animal Husbandry
- ? Farm Engineering
- ? Practical Crop Production
- ? °Floral Arrangement
- ? Crop Husbandry
- ? Report Writing
- ? Accounts
- ? Tractor Operations and Preventative Maintenance
- ? Hydroponics
- ? Practical Agriculture
- ? Health, Safety & Welfare
- ? Apiculture
- ? °Spanish

CERTIFICATE IN ANIMAL HUSBANDRY

DURATION: 1 year

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

The one-year Certificate in Animal Husbandry is intended for individuals who are interested in the commercial production of livestock. It provides participants with training in the theoretical and practical aspects of raising pigs, poultry, beef, dairy, goats, sheep, and rabbits. The husbandry practices associated with each class of livestock are examined, including feeding, housing, care of the young, and general health care. Courses in related studies such as communication skills, accounts and work ethics provide students

with the skills required to function as skilled workers or as entrepreneurs. The areas covered are:

- ? Animal Science
- ? Small Business Management
- ? Animal Husbandry
- ? Accounts
- ? Report Writing
- ? Health, Safety and Welfare
- ? °Hydroponics
- ? °Apiculture
- ? Farm Structures
- ? °Spanish

CERTIFICATE IN CROP HUSBANDRY

DURATION: 1 year

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

The one-year Certificate in Crop Husbandry is intended for individuals who are interested in the commercial production of vegetables, root crops, cash crops or fruit trees. Participants are provided with practical and theoretical training in land preparation, planting, cultural practices, and fertilizer use harvesting and marketing of all the major crops grown in the Caribbean. Related courses in areas such as communication skills, accounts and work ethics provide participants with the skills required to function as skilled workers or to manage their own farms. The areas covered are:

- ? Plant Science
- ? Hydroponics
- ? Crop Husbandry
- ? Small Business Management
- ? Principles of Agriculture Theory and Practice
- ? Practical Crop Production
- ? Communication Skills
- ? Accounts
- ? Report Writing
- ? °Apiculture
- ? Health, Safety and Welfare
- ? °Spanish
- ? Practical Crop Production
- ? °Floral Arrangement

LANDSCAPING AND HORTICULTURE

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

The one-year Certificate in Horticulture and Landscaping is intended to satisfy the demand for skilled workers in the plant nursery industry, gardening and landscape maintenance. Graduates readily find employment in the golf course industry, with landscapers or become entrepreneurs. Participants are trained in all aspects of plant care including propagation, planting, pruning, irrigation, and pest control. The basic principles of landscaping including design and installation are taught and participants develop their skill in intensive job attachment programmes. The areas covered are:

- ? Plant Science
- ? Landscape Principles and Practices
- ? Nursery Management Practice
- ? Nursery Management Theory
- ? Landscape Design
- ? Plant Use and Identification
- ? Turf Grass Management
- ? °Floral Arrangement
- ? Small Business Management
- ? Accounts
- ? Report Writing
- ? °Apiculture
- ? Health, Safety and Welfare
- ? Small Engine Care and Maintenance
- ? Hydroponics
- ? °Spanish
- ? °Optional

- ? Basic Electricity
- ? Personnel Management
- ? Basic Welding
- ? Science
- ? Mechanical Drawing
- ? Small Business Management
- ? Material Science
- ? Mechanical Drawing

MARITIME OPERATIONS

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This programme is designed to equip students with the entry –level competencies in maritime operations and for and further education. The programme includes navigation, seamanship and environmental studies. It provides students with the basics in meteorology and oceanography. The areas covered are:

- ? Seamanship
- ? Navigation Theory
- ? Marine Law/History
- ? Communication Skills
- ? Mathematics for Automotive
- ? Basic Personal Finances
- ? Environmental Studies
- ? Personnel Management
- ? Science (Basic Oceanography)
- ? Basic Diesel Engine Theory
- ? Basic Machine Shop
- ? Basic Diesel Engine Practice
- ? Health, Safety and Welfare
- ? Basic Metal Work

MOTOR VEHICLE ENGINEERING

DURATION: 3 years

**CERTIFICATION: Polytechnic Diploma
City & Guilds Certificate and Diploma**

This programme is designed to provide students with the competencies and skills required by the motor vehicle industry. The areas covered are:

- ? Motor Vehicle Engineering Theory
- ? Motor Vehicle Engineering Practice
- ? Communication Skills
- ? Personnel Management
- ? Mathematics for Automotive
- ? Mechanical Drawing
- ? Basic Personal Finances
- ? Basic Electricity
- ? Science
- ? Mechanical Engineering
- ? Basic Metal Work
- ? Materials Science
- ? Basic Light Vehicle Body Repair Theory
- ? Basic Light Vehicle Body Repair Practice
- ? Basic Welding

Division of Automotive & Welding

FABRICATION & WELDING ENGINEERING

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate and Diploma**

This programme is aimed at providing students with the skills required at entry level in the Welding Engineering Trades. The areas covered are:

- ? Welding Theory
- ? Welding Practice
- ? Basic Personal Finances
- ? Basic Electricity
- ? Welding Drawing
- ? Basic Metal Work
- ? Science
- ? Applied Mathematics
- ? Personnel Management
- ? Communication Skills
- ? Small Business Management
- ? Materials/Mechanical Science

AUTOBODY REPAIRS

DURATION: 2 Years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

This programme provides students with the competencies and skills suitable for entry into the work force in vehicle body repairs. The areas covered are:

- ? Light Vehicle Body Repair Practice
- ? Light Vehicle Body Repair Theory
- ? Basic Metal Work
- ? Basic Personal Finances
- ? Mathematics for Automotive
- ? Communication Skills

SMALL ENGINE REPAIR

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This programme demonstrates the safety practices in small engine shops, the knowledge of engine construction and principles of operations. It covers measuring engine performance, understanding operations of basic ignition systems and outlines general preventative maintenance. The areas covered are:

- ? Small Engine Practice
- ? Small Engine Theory
- ? Basic Metal Work
- ? Science
- ? Communication Skills
- ? Basic Welding
- ? Mathematics for Automotive
- ? Basic Electricity
- ? Basic Machine Shop

Division of Building

All students MUST acquire at least a grade point average of 2 or above in order to go on to second year.

CARPENTRY AND JOINERY (DIPLOMA IN TIMBER VOCATION)

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

This programme is designed to provide students with entry-level competencies in Timber Vocations. It is the first year of the Timber Vocations Diploma Programme and may be used to gain advanced standing in the Diploma programme. The areas covered are:

- ? Carpentry and Joinery Theory
- ? Carpentry and Joinery Practice
- ? Trowel Vocation (Related Masonry)
- ? Trade Drawing
- ? Mathematics for Construction Industry
- ? Basic Personal Finances
- ? Science for Building and Welding
- ? Communication Skills
- ? Computer Awareness
- ? Health, Safety and Welfare
- ? Basic Electricity
- ? Basic Plumbing
- ? Basic Refrigeration and Air-Conditioning
- ? Personnel Management
- ? Basic Painting and Decorating
- ? Trade Calculations
- ? Fundamentals of Computer Aided Drawing/Design (CADD)
- ? Small Business Management

MASONRY (DIPLOMA IN TROWEL VOCATION)

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

This programme is designed to provide students with entry-level competencies in Trowel Vocations. It is the first year of the Trowel Vocations Diploma Programme and may be used to gain advanced standing in the Diploma programme. The areas covered are:

- ? Masonry and Tiling Theory
- ? Timber Vocation (General Related Carpentry)
- ? Masonry and Tiling Practice
- ? Basic Personal Finance
- ? Trade Drawing
- ? Mathematics for Construction Industry
- ? Science for Building and Welding
- ? Personnel Management
- ? Basic Painting and Decorating
- ? Communication Skills
- ? Basic Plumbing Practice
- ? Health, Safety and Welfare
- ? Basic Electricity
- ? Basic Refrigeration and Air-Conditioning
- ? Computer Awareness
- ? Trade Calculations
- ? Fundamentals of Computer Aided Drawing/Design (CADD)
- ? Small Business Management

PAINTING AND DECORATING

DURATION: 1 year

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

This programme is so designed to develop and establish the skills in Painting and Decorating required by industry. The training allows the student to work in the construction industry and related areas. It is intended that the basic theory, along with hands on practical experience should give the student the necessary skills sought out by the painting professional. The areas covered are:

- ? Painting and Decorating Theory
- ? Basic Personal Finances
- ? Painting and Decorating Practical
- ? Trowel Vocations (Related Masonry)
- ? Basic Refrigeration and Air-Conditioning
- ? Basic Plumbing
- ? Mathematics
- ? Personnel Management
- ? Science for Building and Welding
- ? Communication Skills
- ? Trade Drawing
- ? Health, Safety and Welfare
- ? Timber Vocations (General related Carpentry)
- ? Computer Awareness

- ? Basic Electricity
- ? Trade Calculations

PLUMBING

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate and Diploma**

This programme is designed to provide students with entry-level competencies in Plumbing. It is the first year of the Plumbing Diploma Programme and may be used to gain advanced standing in the Diploma programme. The areas covered are:

- Plumbing Theory
- Plumbing Practice
- Trade Drawing
- Trowel Vocations (Related Masonry)
- Mathematics for the Construction Industry
- Computer Awareness
- Communication Skills
- Science for Building and Welding
- Basic Personal Finances
- Health, Safety and Welfare
- Personnel Management
- Basic Refrigeration
- Basic Electricity
- Trade Calculations
- Basic Painting & Decorating
- Fundamentals of Computer Aided Drawing/Design

SHOEMAKING AND UPHOLSTERY

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This programme provides students with the basic entry-level skills; knowledge and attitudes needed for the Shoemaking, Upholstery and related industries. The areas covered are:

- ? Shoemaking Theory
- ? Shoemaking Practice
- ? Upholstery Theory
- ? Upholstery Practice
- ? Basic Personal Finances
- ? Mathematics
- ? Communication Skills
- ? Personnel Management

TOURISM CRAFT

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

Tourism Craft is a full-time one-year programme designed to train potential craft persons to be more creative, innovative, effective and efficient in their chosen field of craft. Tours and exhibitions are part of the programme. The areas covered are:

- ? Craft Theory
- ? Drawing and Design
- ? Textiles and Surface Design
- ? Small Business Management
- ? Needlework
- ? Basic Personal Finances
- ? Basketry
- ? Computer Awareness
- ? Leather Craft
- ? Wood Craft
- ? Mathematics for the Construction Industry
- ? Communication Skills

CABINET AND FURNITURE MAKING

DURATION: 2 years

CERTIFICATION: Polytechnic Certificate

This two-year full-time programme provides students with good exposure to the theoretical knowledge and practical skills involved in the manufacture of cabinets and furniture. It also allows the student the opportunity to design and read blueprints which enables them to cut, shape, and assemble high-quality furniture, store fixtures, office equipment and home furnishings using hand tools, machines, materials and hardware in a safe manner. Students can also gain practical experience in the making of jigs and patterns; wood carving and caning; upholstery and finishing techniques. In addition to the shop work and related studies done on campus, all students are required to satisfactorily complete a minimum of four weeks on-the-job training in the form of Industrial Attachment. The areas covered are:

- ? Cabinet & Furniture Making Theory
- ? Computer Awareness
- ? Cabinet & Furniture Making Practice
- ? Communication Skills
- ? Mathematics for the Construction Industry
- ? Personnel Management
- ? Science for Building and Welding
- ? Small Business Management
- ? Basic Personal Finances
- ? Health, Safety and Welfare
- ? Trade Calculations
- ? Drawing
- ? Fundamentals of Computer Aided Drawing/Design (CADD)

BOAT BUILDING

DURATION: 2 years

CERTIFICATION: Polytechnic Certificate

This programme is designed to provide students with the knowledge, skills and attitudes necessary to design and construct boats of timber and composite materials. Subjects covered include glass, fibre and timber technology, safety, first aid and finishing. The areas covered are:

- ? Boat Building Theory
- ? Computer Awareness

- ? Boat Building Practice
- ? Science for Building and Welding
- ? Mathematics for the Construction Industry
- ? Communication Skills
- ? Basic Personal Finances
- ? Communication Skills
- ? Health, Safety and Welfare
- ? Small Business Management
- ? Personnel Management
- ? Drawing
- ? Trade Calculations

programme is designed to help students improve their current knowledge, skills and aptitudes for employment and further education. The areas covered are:

- ? Business Calculations
- ? Business English
- ? Bookkeeping and Accounts
- ? Text Production
- ? Office Procedures
- ? Business Studies
- ? Professional Development and Career Management
- ? Accounting *OR* Business Calculations

Division of Business Studies

NB: All certificate programmes in this division contain a common core in the first semester. In the second semester, students branch into specialties based on choice and student performance.

CERTIFICATE IN ACCOUNTS TECHNOLOGY/ADMINISTRATION

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This full-time programme at certificate level, aims to provide students with an applied and theoretical base in Business Education (and specifically in Accounting), upon which they may build careers and pursue further educational goals so as to contribute as citizens and workers to the social and economic life of the country. It should also broaden the interest of students and develop their capabilities to pursue realistic and worthwhile goals. The provision of appropriate environment and opportunities within the programme should ultimately allow each student to develop resourcefulness. The areas covered are:

- ? Business Calculations
- ? Business English
- ? Bookkeeping and Accounts
- ? Text Production
- ? Computer Information Processing
- ? Introduction to Economics
- ? Business Studies
- ? Accounting
- ? Professional Development and Career Management

CERTIFICATE IN OFFICE ADMINISTRATION

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This full-time programme, at certificate level, aims to provide students with the knowledge needed to perform tasks in a variety of office positions to effect administration. The programme would provide students with basic knowledge, skills and realistic ideas about the office and industry. In addition, the students will be provided with the competencies necessary for effective communication in business and related subject areas. The

CERTIFICATE IN OFFICE TECHNOLOGY

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This full-time programme, at certificate level, aims to provide students with the knowledge needed to perform tasks in a variety of office positions in a professional environment. The programme would provide students with basic knowledge, skills and realistic ideas about the office and industry. In addition, the students will be provided with the competencies necessary for effective communication in business and related subject areas. The programme is designed to help students improve their current knowledge, skills and aptitudes for employment and further education. The areas covered are

- ? Business Calculations
- ? Business English
- ? Bookkeeping and Accounts
- ? Text Production
- ? Computer Information Processing
- ? Introduction to Business
- ? Business Studies
- ? Shorthand Theory
- ? Professional Development and Career Management

***Electives are to be completed by all new participants pursuing the Diploma programmes in this division.**

DIPLOMA IN ACCOUNTS TECHNOLOGY/ADMINISTRATION

DURATION: 1 year

PREREQUISITES: SJPP Certificate in Accounts Technology/Administration. (40 credits) OR O'level/CXC/LCC/Pitman Intermediate/Second-level passes: *English, Mathematics/Business Calculations, Information Technology, Principles of Business CXC Accounts grade 1 or 2.*

CERTIFICATION: Polytechnic Diploma

This full-time programme, offered over two semesters, aims to provide students with an even more applied and theoretical base in Business Education upon which they may build (or change) careers, pursue further educational goals and contribute as citizens and workers to the social and economic life of the country. It should also broaden the interest of students and develop their capabilities to

achieve realistic and worthwhile goals. The Provision of appropriate environment and opportunities within the programme should ultimately allow each student to develop critical thinking. The areas covered are:

- ? Financial Accounting and Finance
- ? Human Resources Management
- ? Managerial and Cost
- ? Records Management
- ? Marketing
- ? Business Law
- ? Computerized Accounting and Finance
- ? Spanish/French for Business
- ? Introduction to Project Management
- ? Introduction to Economics
- ? Communication and Presentation Skills
- ? Introduction to Economics*
- ? Effective Business Communication
- ? Computer Information Processing *
- ? Business Studies *
- ? Business English *
- ? Text Production *

DIPLOMA IN OFFICE ADMINISTRATION

DURATION: 1 year

PREREQUISITES: SJPP Certificate in Office Administration (40 credits) OR O’level/CXC/LCC/Pitman Intermediate/Second-level passes: *English, Mathematics/Business Calculations Text Production/Information Technology, Office Procedures and Principles of Business*

CERTIFICATION: Polytechnic Diploma

This full-time programme builds from the certificate level and, over two semesters more, aims to provide students with an even more applied and theoretical base in office functions and administration for business or industry. It should broaden the interest of students and develop their capabilities to achieve realistic and worthwhile goals. Such a base may be used to build (or change) careers, pursue further educational goals and contribute as citizens and workers to the social and economic life of the country. The Provision of appropriate environment and opportunities within the programme should ultimately allow each to develop creative thinking. The areas covered are:

- ? Records Management
- ? Introduction to Economics
- ? Information Systems for Business
- ? Bookkeeping and Accounts
- ? Business and Industrial Administration
- ? Computer Information Processing *
- ? Introduction to Project Management
- ? Marketing *
- ? Communication and Presentation Skills
- ? Business Studies *
- ? Effective Business Communication
- ? Business English *
- ? Text Production *
- ? Human Resources Management
- ? Business Law

- ? Introduction to Computerized Accounting
- ? Spanish/French for Business
- ? Office Procedures
- ? Accounting *OR* Business Calculations

DIPLOMA IN OFFICE TECHNOLOGY

DURATION: 1 year

PREREQUISITES: SJPP Certificate in Office Technology (40 credits) OR O’level/CXC/LCC/Pitman Intermediate/Second-level passes: *English, Mathematics/Business Calculations Text Production/Information Technology and Office Procedures*

CERTIFICATION: Polytechnic Diploma

This full-time programme builds from the Certificate level and, over two semesters more, aims to provide students with an even more applied and theoretical base in office and secretarial functions to support efficiency in business or industry. They may then use such a base to build (or change) careers, pursue further educational goals and contribute as citizens and workers to the social and economic life of the country. It should also broaden the interest of students and develop their capabilities to achieve realistic and worthwhile goals. The provision of appropriate environment and opportunities within the programme should ultimately allow each student to develop creative thinking. The areas covered are:

- ? Effective Business Communication
- ? Records Management
- ? Computer Information Processing
- ? Transcription and Speed
- ? Administrative Office Procedures
- ? Introduction to Computerized Accounting
- ? Shorthand and Transcription
- ? Business Law
- ? Business Calculations
- ? Spanish/French for Business*
- ? Communication and Presentation Skills
- ? Introduction to Business*
- ? Marketing*
- ? Shorthand and Transcription*
- ? Text Production*
- ? Bookkeeping and Accounts*
- ? Business English*
- ? Computer Information Processing*
- ? Business Studies*
- ? Introduction to Economics*

- *Electives

NB: Any programme or course may be subject to change. Courses and Programmes are subject to availability.

Division of Electrical Engineering

ELECTRONICS SERVICING TECHNOLOGY

DURATION: 2 years

**CERTIFICATION: Polytechnic Diploma
City & Guilds Certificate (Parts 1, 2 &3)**

The programme seeks to embrace most of the information and techniques necessary to become proficient in the field of Electronics Servicing. Emphasis has been placed on systems and the incorporating of digital electronics within the framework of traditional electronics. Many of our consumer electronic items are microprocessor controlled and for this reason it is absolutely necessary to include some modules on digital electronics in an effort to enhance the students' ability to service modern electronic equipment. The areas covered are:

- ? General Shop Practice
- ? Mathematics for Electrical Engineering
- ? Electrical Principles
- ? Basic Electronics
- ? Digital Electronics
- ? Television System (Monochrome)
- ? Physics for Electronics
- ? Colour Television
- ? Communication Skills
- ? Radio High Fidelity and Sound Systems
- ? Small Business Management

ELECTRICAL WIRING

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

The purpose of the Electrical Installation work programme is to provide the student with the basic knowledge and practical competence to perform electrical wiring and maintenance on a work site. The areas covered are:

- ? Electrical Installation Theory
- ? Communication Skills
- ? Electrical Installation Practice
- ? Mechanical Engineering
- ? Building and Electrical Drawing
- ? Masonry
- ? Mathematics for Electrical Engineering

ELECTRICAL INSTALLATION

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate and Diploma**

This two-part programme is designed for students engaged in electrical installation work. It has been prepared to make teaching/training and student experiences complimentary. Its purpose is to provide an understanding of the subject matter, processes, application of related academic studies and technology; in addition, it introduces students to the study of the electrical industry. Part two of this programme seeks to deepen the understanding of the craft processes, technology and related academic subjects. At this level, the programme focuses on the study of special and advanced installation conditions to promote an understanding and knowledge of the regulations governing industrial operations and job organisation.

The programme aims to further develop the student's abilities in communication and fostering responsible attitudes to work, production and costs. Graduates of this programme have the option of joining the technician's programme, which aims to provide requisite skills for electricians at the technician level, who will be required to plan and supervise general types of electrical installation work. The areas covered are:

- ? Electrical Installation Theory
- ? Computer Awareness
- ? Electrical Installation Practice
- ? Mathematics for Electrical Engineering
- ? Refrigeration and Air conditioning Basic Skills
- ? Communication Skills
- ? Mechanical Engineering
- ? Electrical Drawing
- ? Electronic Systems

REFRIGERATION AND AIR CONDITIONING

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate and Diploma**

This two-part programme in Refrigeration & Air conditioning has been prepared to make teaching/training and student experiences complimentary. Its purpose is to provide an understanding of the subject matter, the processes, and the application of related academic studies and technology. In addition, it introduces students to the study of the building services industry. Part Two of the programme seeks to deepen the understanding of the craft processes, technology and related academic subjects. At this level, the programme focuses on the study of special and advanced installation, alteration and repair operations to promote an understanding and knowledge of industry standards and job organisation. The programme aims at developing abilities in communication, and fostering responsible attitudes to work, production and costs. Graduates of this programme have the option of furthering their studies overseas as this programme aims to provide the requisite skills and knowledge. The areas covered are:

- ? Refrigeration and Air Conditioning Theory
- ? Refrigeration and Air Condition Practice
- ? Communication Skills
- ? Mathematics for Electrical Engineering
- ? Electricity and Electronic Principles
- ? Building and Electrical Drawing
- ? Computer Awareness
- ? Electronics Systems
- ? Health, Safety and Welfare
- ? Basic Electricity and Controls

MICRO COMPUTER TECHNOLOGY

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate and Diploma**

The programme is designed to provide students with an overall picture of the individual system hardware, their integration into a

workable microcomputer system, and the principles and problems involved in interfacing such a system. Students will design, documents and test software to produce the most effective control of the hardware system. The areas covered are:

- ? Component, devices and Circuits
- ? Assembly Language Programming
- ? Computer Monitor Repair
- ? Logic Family Characteristics
- ? Computer Programming
- ? C++ Assembly Language Programming
- ? Electrical Principles
- ? Related Technologies
- ? Health, Safety and Welfare
- ? Computer Programming Visual Basic
- ? General Mathematics
- ? Data Manipulation
- ? Input/output techniques (I/O) Devices and Interfacing
- ? Fundamental Concepts and Characteristics of Logic Elements
- ? Internal Architecture of Microprocessor and System Interconnection.
- ? Prototyping and Troubleshooting Microcomputer System
- ? Input/Output Devices, Microcomputer Applications and Real Time Processing
- ? Date Acquisition/Conversion and Control System Interface
- ? Microprocessor Fundamentals and System Design

COMPUTER MAINTENANCE

DURATION: 4 months

CERTIFICATION: Polytechnic Certificate

This programme prepares students to acquire industry-level competencies in computer assembly and repair. It fosters confidence building in students relative to computerised equipment fault-analysis. In addition, it enables them to pursue entrepreneurship opportunities and careers as self-employed individuals in the computer field. The areas covered are:

- ? Software Utilities
- ? Computer Awareness
- ? Communication Skills
- ? Small Business Management
- ? Basic Computer Maintenance Theory and Practice

NETWORK TECHNOLOGIES

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
A+ Certification**

The course is designed to produce students who are competent in using operating systems and are familiar with the emerging networking technologies. Students will be exposed to areas which will develop their problem solving skills.

Division of General Studies

ARCHITECTURAL DRAFTING TECHNOLOGY

DURATION: 2 years

CERTIFICATION: Polytechnic Certificate/Diploma

This two-year programme is designed to prepare students for employment as draughtspersons in offices of architectural firms and as site technicians on building sites. The programme also provides a base for further studies in Architecture. The areas covered are:

- ? Design and Planning
- ? Science for Drafting
- ? Building Construction and Building Services
- ? Land surveying
- ? Materials and Methods
- ? Basic Personal Finances
- ? Structural Analysis
- ? Architectural Computer Aided Drafting
- ? Computer Aided Drafting
- ? Communication Skills
- ? Basic Quantity Surveying
- ? Mathematics for Drafting
- ? Architectural Drafting

CIVIL & STRUCTURAL DRAFTING TECHNOLOGY

DURATION: 2 years

CERTIFICATION: Polytechnic Certificate/Diploma

This programme is designed to prepare students for employment as draughtspersons in the offices of Civil and Structural Engineers and as site technicians on building sites. The programme also provides a base for further studies in the areas of Civil and Structural Engineering. The areas covered are:

- ? Design And Planning
- ? Communication Skills
- ? Building Construction
- ? Mathematics for Drafting
- ? Materials and Methods
- ? Science for Drafting
- ? Structural Analysis
- ? Land Surveying
- ? Computer Aided Drafting
- ? Basic Personal Finance
- ? Basic Quantity Surveying
- ? Civil and Structural Drafting
- ? Civil and Structural Computer Aided Drafting

Division of Human Ecology

GERIATRICS STUDIES

DURATION: .7 months

CERTIFICATION: Polytechnic Certificate

This programme equips students with the basic competencies they need to provide quality care to older people. It addresses the quality of life, needs of older persons and the type of care-giving facilities required to maintain health, dignity and a productive life for older adults. The areas covered are:

- ? Care of the Older Adult
- ? Needlecraft
- ? Small Business Management
- ? Communication Skills
- ? Nutrition and Diet Therapy for Geriatrics Studies
- ? Handicraft

CATERING

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

PREREQUISITE: CXC Food And Nutrition grade1, 2 Or 3 (or equivalent) or Polytechnic Certificate in Home Economics

This programme is geared towards training persons who wish to pursue a career in catering, more specifically for self-employment. The programme will equip participants with basic catering skills for entry in the Hotel Industry as well as provide background knowledge that would enable participants to proceed to advanced training in the area of catering. Students will be exposed to work experience through Industrial Attachment at the end of the programme. The areas covered are:

- ? Catering Skills
- ? Health, Safety and Welfare
- ? Nutrition
- ? Accounts
- ? Table Setting & Service
- ? Computer Awareness
- ? Social Skills
- ? Small Business Management
- ? First-Aid for Human Ecology
- ? Textiles and Laundry
- ? Communication Skills

DIPLOMA IN COSMETOLOGY

DURATION: 2 years

**CERTIFICATION: Polytechnic Diploma
City & Guilds Diploma and Advance
Diploma**

This is a two year full-time Diploma Programme, designed to impart practical and theoretical skills in beauty culture. Apart from the theory and practical skills taught at the Polytechnic, students will also be attached in industry for experience. The areas covered are:

- ? Hairdressing Skills

- ? Computer Awareness
- ? Clinical for Cosmetology
- ? Communication Skills
- ? Basic Chemistry for Human Ecology
- ? Design for Cosmetology
- ? Basic Biology for Human Ecology
- ? Beauty Therapy
- ? Social Skills
- ? Small Business Management
- ? Accounts
- ? First-Aid for Human Ecology
- ? Electricity For Cosmetology and Esthetics
- ? Nutrition for The Beauty Care Professional

ESTHETICS

DURATION: 1 year

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certificate**

This is a one-year full-time course designed to train persons in all aspects of the theory and practice of body care, including ethical conduct and product knowledge. Students will participate in Industrial attachment for their work experience, at the end of the programme. The areas covered are:

- ? Nail Care and Design
- ? Communication Skills
- ? Massage Therapy
- ? Social Skills
- ? Basic Biology for Human Ecology
- ? First-Aid for Human Ecology
- ? Basic Chemistry for Human Ecology
- ? Electricity For Cosmetology and Esthetics
- ? Health, Safety and Welfare
- ? Small Business Management
- ? Skin Care

GARMENT MAKING

DURATION: 1 year

CERTIFICATION: Polytechnic Certificate

This is one-year full-time programme, designed to train persons in the theory and practice of Garment Making, Pattern Making and Basic Design. Students will be given work experience through Industrial Attachments at the end of the programme. The areas covered are:

- ? Pattern Construction (Basic)
- ? Garment Construction (Basic)
- ? Design for Basic Garment Making
- ? Textiles
- ? Health, Safety and Welfare
- ? Communication Skills
- ? Mathematics for Clothing
- ? Fundamental of Small Business Management

HOME ECONOMICS

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
Caribbean Examination Council (CXC)**

This programme provides students with life skills relating to home, family and society, which will help them to adapt to diverse social roles. It also equips them with basic knowledge and skills and attitudes needed for careers in Home Economics. The areas covered are:

- ? Food Studies
- ? Home Management
- ? Food Preservation
- ? Clothing & Textiles
- ? Family Health Care
- ? Nutrition for Catering & Home Economics
- ? Nutrition & Diet Therapy
- ? Table Setting & Service
- ? Handicraft
- ? Communication Skills
- ? Design for Home Economics
- ? Basic Chemistry for Human Ecology
- ? Agriculture for Human Ecology
- ? Social Skills
- ? Health, Safety and Welfare
- ? Small Business Management
- ? Food Biology

Division of Mechanical Engineering & Printing

**MECHANICAL MAINTENANCE ENGINEERING
TECHNICIAN DIPLOMA**

DURATION: 2 years

CERTIFICATION: Polytechnic Diploma

This programme provides students with a deeper knowledge in mechanical engineering and maintenance. Although students are required to cover some common courses from the vocational diploma programme during the first year of the programme, the second year however, focuses on a deeper understanding of engineering principles and science. In addition to maintaining and repairing industrial equipment, students will be able to function at a higher level. The areas covered are:

- ? Mechanical Engineering Theory
- ? Mechanical Technology
- ? Mechanical Engineering Practical
- ? Engineering Science Calculation
- ? Mechanical Drawing
- ? Basic Personal Finances
- ? Science
- ? Personnel Management
- ? Communication Skills
- ? General Mathematics

- ? Basic CADD
- ? Basic Welding
- ? Basic Electronics
- ? Basic Automechanics
- ? Plant Technology
- ? Basic Electricity
- ? Plant Installation and Maintenance
- ? Computer Awareness
- ? Supervisory Management
- ? Basic CNC

**MECHANICAL MAINTENANCE ENGINEERING
VOCATIONAL DIPLOMA**

DURATION: 2 years

**CERTIFICATION: Polytechnic Certificate
City & Guilds Certification and
Diploma**

The aim of this programme is to supply students with the basic mechanical engineering and maintenance skills necessary at the craft level for functioning in an industrial environment. It covers basic machining, repair, maintenance and installation of pumps and mechanical equipment. In addition basic pneumatics and hydraulic would form part of the training. The areas covered are:

- ? Mechanical Engineering Theory
- ? Basic Personal Finances
- ? Mechanical Engineering Practical
- ? Personnel Management
- ? Mechanical Drawing
- ? Computer Awareness
- ? Science
- ? Communication Skills
- ? General Mathematics
- ? Machining Theory
- ? Basic Welding
- ? Machining Practical
- ? Basic Automechanics
- ? Maintenance Theory
- ? Basic Electricity
- ? Maintenance Practical
- ? Computer Awareness
- ? Basic CADD
- ? Basic Electronics
- ? Engineering Science Calculation

PRINTING

DURATION: 2 years

CERTIFICATION: Polytechnic Certificate

This course is designed for those wishing to enter the printing sector who require an in-depth knowledge of the processes. The topics are covered with the assumption that the student has little or no experience of printing processes. The areas covered are:

- ? Photo-lithography
- ? Offset Lithography Commercial Art (Freehand)

- ? Stripping & Plate making
- ? Basic Personal Finances
- ? Letterpress Printing
- ? Personnel Management
- ? Book-Craft
- ? Health, Safety and Welfare
- ? Communication Skills

- ? Science
- ? Job planning & Typesetting
- ? Mathematics
- ? Commercial Art (Computer)
- ? Small Business Management
- ? Computer Awareness
- ? Communication Skills

All full-time students must take the Work Ethics and Sports and Leisure components, which are included in all programmes. No exemptions are allowed for these.

ADMISSION REQUIREMENTS FOR INTERNATIONAL APPLICANTS

Applicants must be 16 years or older at the time of registration.

Documentation

Completed forms must be accompanied by the following documents:

- ✦ a certified copy of qualifications
- ✦ a birth or baptism certificate
- ✦ a transcript sent directly to the Polytechnic from the last school attended
- ✦ a testimonial

Academic

The minimum entry requirements for the following programmes are as follows:

COURSE	PREREQUISITE
Architectural Drafting Technology	CXC General Technical Drawing, Mathematics and a Science subject at General level, grade one, two or three.
Diploma in Office Technology And Diploma in Office Administration	The Polytechnic Certificate in the specialty to be pursued. OR O'level or equivalent passes in specific subjects including English, Mathematics or Business Calculations, Information Technology, Accounts, Text Production, Office Procedures, Principles of Business. Electives to be completed by new participants on entry. In addition to the above, O'level Accounts Grade 2 or higher.
Diploma in Accounts Technology/Administration	CXC Accounts Grade 2 plus 3 or more CXC or equivalent passes in specific subjects including English, Mathematics or Business Calculation, Information Technology, Text Production, Office Procedures, Principles of Business.
Catering	The Polytechnic Certificate in Home Economics or CXC Food and Nutrition at General level, grade one, two or three.
Civil & Structural Drafting Technology	CXC General Technical Drawing, Mathematics and a Science subject at General level, grade one, two or three.

STUDENT SERVICES

Examinations and Certification

The Polytechnic Certificate is awarded upon:

- a) the satisfactory completion of the prescribed programme
- b) the satisfactory completion of a period of Industrial Attachment as determined by this institution.

Students may take overseas examinations for additional certificates. These Examination bodies include:

- ? City & Guilds International
- ? London Chamber of Commerce

The awards of such certificates are subject to regulations of the appropriate Examination body.

Canteen

There is a canteen on campus where hot meals, sandwiches and non-alcoholic beverages are served. The hours of business are 8.30 am to 5.00pm. Monday to Friday.

Insurance & Health Care

All students are covered by insurance in the event of an accident while on campus. The coverage is extended to students who are engaged in authorised activities off campus. e.g. Industrial Attachments.

Each workshop is equipped with a first Aid Cabinet. Students requiring medical attention should report this to the Student Affairs Divisions.

Arrangements have been made for students who become seriously ill or injured on campus to obtain medical attention at the Queen Elizabeth Hospital. Other cases of illness are referred to the Edgar Cocharane Polytechnic in Wildey, St. Michael. Parents, guardians/next of kin will be informed in all cases requiring medical attention.

Library

The SJPP Library is opened Monday, Tuesday and Friday from 8.30 a.m. to 4.30pm and Wednesday and Thursday between the hours of 8.30 am and 6.00pm. During the school vacation the Library opens from 8.30am 4.30 pm weekdays.

Internet Access - Students may access the Internet from the Library free of charge. Access is however controlled by Library Staff.

Sports & Leisure

Extra-curricular activities at the Polytechnic may include but are not limited to the following: volleyball, badminton, football, athletics, netball, cricket, and dominoes.

Others-Circle K club, Inter-campus Christian fellowship, dancing, chess, draughts, and debating.

The Polytechnic's annual sports and fun day event is normally held in February each year at the National Stadium.

Guidance/Counselling

Counselling services are provided for all students of the Samuel Jackman Prescod Polytechnic through the Guidance Officer. Students are encouraged to make full use of these services.

Transportation

The Polytechnic has a coach which assists in transporting students on educational visits or to events authorised by the institution. In addition, the Wildey area is serviced by privately owned mini-buses. All services originate from Bridgetown, St. Michael.

Students' Council

The students' Council of the Samuel Jackman Prescod Polytechnic was established in 1975. The council is made up of one representative from each class. These are selected by the students of the class each year.

The Executive committee of the students' Council comprises the President, First Vice President, Second Vice President, Secretary, Treasurer and Assistant Treasurer.

Election of officers to the Council takes place the last week of November each year. a member of the teaching staff acts as Advisor to the Council.

Security

Security services are provided by a private security firm. Students are expected to comply with the directions of the security guards who are there for the protection of students and staff. On entry to the campus students must present their identification cards for inspection by security personnel.

Accommodation

Arrangements can be made on requests for suitable accommodation for international applicants within close proximity to the Wildey Campus.

REGISTRATION

Quoted in Barbados dollars. US\$1.00 = Barbados \$2.00

Fees

Course fees can vary from Bds. \$210.00 to Bds.350.00 depending on the programme selected. In addition, international students are required to pay tuition fees of Bds. *\$1,500.00 per year. We advise international students to expect the following additional expenses in relation to their training.

EXPENSE	COST
Tools and equipment	300.00
Board and Lodging	1,500.00 per month
Travel Expenses	300.00 per month
Books	400.00
Settling-in allowance	300.00
Student Visa expense	200.00 per year
External Examinations	400.00
Miscellaneous expenses	200.00 per month

*Fee under review

