



**UCC**  
UNIVERSITY COLLEGE  
OF THE CARIBBEAN

**CORPORATE  
EDUCATION  
DIVISION**

# **COURSE CATALOGUE**

# Courses Offered by the Corporate Education Division

## **Finance**

Accounting for Administrative Staff  
Financial Securities Management  
Collection Techniques  
Procurement Management  
Budget Management  
Finance for Non Financial Managers  
Working with Payroll, Staff Benefits and Statutory Deductions

## **Management/Leadership**

Effective Coaching and Mentoring  
Organisation Development  
Visionary Strategic Planning  
Successful Negotiating  
Supervisory Management: Levels 1 and 2  
Building Successful Teams

## **Human Resource Management**

Managing Conflicts  
Managing Corporate Wellness  
Recruiting High Performance Employees  
Creating High Performance Appraisal Systems  
Developing Successful Trainers

## **Mastering Communication Skills**

Business Writing  
Designing Business Processes and Procedures  
Effective Public Speaking Skills

## **Entrepreneurship**

Entrepreneurship (Certificate Programme)  
Marketing Your Small Business

## **Risk Management Series**

Technology - Managing Computer Related Risk  
Managing Motor Fleet Risks  
Business Continuity, Negligence, and Liability Risks  
Property Management and Insurance – Plain Talk 1 & 2  
Options and Benefits of Corporate Wellness

## **Project Management**

Project Management 1  
Project Management 2  
Project Management for IT Professionals  
Introduction to Project Management  
CompTIA Project +

## **Computer Studies**

Introduction to Computers  
Microsoft Word: Levels 1 and 2  
Microsoft Excel: Levels 1 and 2  
Microsoft PowerPoint: Levels 1 and 2  
Microsoft Project Management  
Statistical Package for the Social Sciences

## **Sales and Marketing**

Merchandizing Techniques  
Professional Sales & Marketing Techniques: Levels 1 and 2  
Effective Sales & Marketing Strategies  
Recruitment Strategies for Tertiary Institutions  
Customer Relationship Management  
Telemarketing and Call Centre Techniques

## **General Executive Seminars**

The Professional Administrator  
Introduction to Proposal and Grant Writing  
Warehouse and Inventory Management  
Business and Professional Ethics  
Planning and Managing Results Driven Meetings  
Conference and Event Management  
Events Planning and Implementation

Records Management  
Occupational Health and Safety  
Time and Stress Management  
Effective Counseling Skills – Sensitive Cases  
Introduction to Quality Management