



University College of the Caribbean

Corporate Education & Management Services Solutions Department

Tel# 511-3977, 511-3999 or email executiveed@uccjm.com

April	Dates	Cost	Location
MS-Word Level 1	6	12,500.00	Kingston
Train the Trainer	7,8,9,12	27,500.00	Kingston
Records Management	13,14	17,500.00	Kingston
Principles of Facilities Management (<i>New</i>)	16,23,30	25,000.00	Kingston
Cost/ Price Analysis (Tues/ Thurs. 5:30 – 8:30 p.m.)	20 (start date – 24hrs.)	25,000.00	Kingston
Effective Public Speaking & Presentation Skills	20,21	17,500.00	Kingston
Supervisory Management Level 1	22,23	17,500.00	Ocho Rios
Superior Customer Service	28	11,500.00	Kingston