



# University College of the Caribbean

Corporate Education & Management Services Solutions Department

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April	Dates	Cost	Location
MS-Word Level 1	6	12,500.00	Kingston
Records Management	13,14	17,500.00	Kingston
Principles of Facilities Management ( <i>New</i> )	16,23,30	27,000.00	Kingston
<b>Cost/ Price Analysis (Tues/ Thurs. 5:30 – 8:30 p.m.)</b>	20 (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
Train the Trainer	27-30	27,500.00	Kingston
Superior Customer Service	28	11,500.00	Kingston