Co-curricular Courses
Developing a Balanced You

Earn Additional Certification and Level 1 Credits!
At The University of the West Indies, we are committed to providing students with opportunities for a well-rounded educational experience. In this regard, we are delighted to include Co-curricular activities in our University programme offerings and render recognition of these through the award of credits and additional certification. The Co-curricular programme at the St. Augustine Campus focuses on allowing you to develop a range of important life skills and to acquire characteristics to excel in life in the 21st century.

Choose from among any of the courses offered in Semesters 1 and 2 for the Academic Year 2017/2018:

- **PUBLIC SPEAKING AND VOICE TRAINING:** Towards a More Confident You
- **WORKPLACE PROTOCOL FOR STUDENTS**
- **MICROSOFT OFFICE SPECIALIST (MOS) INTERNATIONAL CERTIFICATIONS:**
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Outlook
  - Microsoft Access
- **FINANCIAL LITERACY AND TRAINING**
- **MIND THE GAP:** Towards Psychological Health & Wellness
- **LIVING AND LEARNING:** Professional Development Through Community Service
- **TECHNOLOGY LITERACY**
- **MANAGING MY HIGH (MY HIGH):** Alcohol, Drugs and Addictive Behaviours
- **MINDING SPEC:** Exploring Sports, Physical Education and Health & Wellness
- **ETHICS AND INTEGRITY:** Building Moral Competencies
- **FOREIGN LANGUAGE THEATRE IN PERFORMANCE**
- **FIRST AID, CPR, AED**
- **DEFENSIVE DRIVING (THEORY)**
Co-curricular Courses: Developing a Balanced You

Co-curricular Courses FAQs

Q. Why should I register for Co-curricular courses?
Co-curricular credits are awarded for activities designed to cultivate a range of skills essential to creating well-rounded students prepared for the world.

Q. Who is eligible for Co-curricular courses?
Co-curricular courses are open to all Undergraduate students.

Q. When can I register for Co-curricular courses?
You can register for Co-curricular activities at any time during your undergraduate programme, but after your first semester of year one.

Q. Can students who have completed their degree requirements but have not been officially awarded register for COCR courses?
No. Students graduating in the Semester prior to the one in which they wish to register for a Co-curricular course are not eligible to do so. However, you may sign up for any of the Microsoft Office 2013 exams as a private individual through the Microsoft IT Academy.

Q. What is a Co-curricular course?
Co-curricular courses are offered for credits and can be taken alongside your traditional elective courses, or as an alternative to an elective. They cannot replace your core course requirements. Co-curricular courses are optional.

Q. Do Co-curricular courses count towards my GPA?
No. Co-curricular courses are NOT used in the calculation of your weighted Grade Point Average (GPA).

Q. How much time will Co-curricular courses take?
You will be awarded one, two or three credits depending on which Co-curricular course you choose and successfully complete. Three credit courses will require as much time from you as your traditional three credit courses. One credit courses will take one-third (1/3) of that time, and two credits two-thirds (2/3). Credit weightings for each Co-curricular course is included in the course details section for each course later in this handbook. Consider this and your academic course load in choosing your Co-curricular courses.

Q. How are Co-curricular courses graded?
Co-curricular courses are graded as “PASS” or “FAIL” and are reflected on your transcript as PASS (P) or NOT PASS (NP).

Q. How do I register for Co-curricular activity?
Visit http://sta.uwi.edu/cocurricular/
Review course details and requirements.
Follow the registration instructions on this site to complete your registration online.

Q. Would I get recognition for Co-curricular courses that exceed three-credits?
Yes. They would be noted on your transcript.
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Co-curricular Courses Outlines

Public Speaking and Voice Training: Towards a More Confident You

Semester: I & II  
Department: Department of Literary, Cultural, and Communication Studies  
Course Code: COCR 1034  
Credits: Three (3)

This course will train you to give effective presentations in the classroom and in other professional circumstances. It also focuses on developing your confidence as a speaker both in public and private interactions. You will also receive training that will assist in refining and improving your voice – this will be particularly centred on correct pronunciation, projection, diction, as well as control of tone and pitch. Finally, you will learn and practice effective presentation techniques that can improve the quality of your performance in a wide variety of speaking situations. Course assessment will include a mix of in-course assignments, presentations and workshops which will be conducted throughout the semester.

Microsoft Office 2016

Semester: I & II  
Department: Campus IT Services (CITS) and Faculty of Science and Technology  
Credits: Two (2) each

Students can choose ONE or MORE of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>COCR 1040</td>
<td>Microsoft Office Access 2016</td>
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<tr>
<td>COCR 1041</td>
<td>Microsoft Office Excel 2016</td>
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<tr>
<td>COCR 1042</td>
<td>Microsoft Office PowerPoint 2016</td>
</tr>
<tr>
<td>COCR 1043</td>
<td>Microsoft Office Word 2016</td>
</tr>
<tr>
<td>COCR 1044</td>
<td>Microsoft Office Outlook 2016</td>
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This course aims to help students to improve their desktop computing skills, learn tools and techniques to present better papers and other assignments, become more marketable by gaining internationally recognized professional certification and be better prepared for the working world.

Workplace Protocol for Students

Semester: I & II  
Department: Faculty of Social Sciences  
Course Code: COCR 1012  
Credits: Three (3)

The social graces that won you friends in school and at university may do just the opposite at the office! This is a professional self-development course to help you develop the social and workplace skills you will need to succeed as a young professional in today’s global organizations.

Microsoft Project 2013

Semester: I & II  
Department: IT Academy  
Course Code: COCR 1038  
Credits: Three (3) each

This course offers training in basic skills at the Core-level Microsoft Project 2013. The user should be able to use Microsoft Project 2013 to develop professional-looking plans, assigning task, track progress, and manage budgets and analysing workloads for a variety of purposes and situations.
Co-curricular Courses Outlines

Financial Literacy and Training

Semester: See Banner for availability
Department: Faculty of Social Sciences
Course Code: COCR 1013
Credits: Three (3)

The course is designed to enhance your financial skills as well as train you to be financial educators to low and moderate income individuals and families outside the financial mainstream. You will learn how to effectively plan ahead, monitor and be responsible in your spending, manage your own finances and teach others how to do the same.

Mind the Gap: Towards Psychological Health & Wellness

Semester: I & II
   (courses are available in both semesters)
Department: Counselling and Psychological Service, Health Services Unit
Course Code: COCR 1033
Credits: One (1)

This course provides participants with practical training in basic helping skills and the assessment of certain risky behaviours. It also explores a range of common psychological health and wellness issues and familiarises participants with support services both on- and off-campus. The course provides the pre-requisite training for students to pursue fieldwork in Semester II with the Peer Counselling Association towards graduation as a UWI Peer Counsellor. The teaching component of the course comprises face-to-face lectures and workshops. Participants’ learning will be assessed by online assessment, group presentation, and individual journaling.
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Co-curricular Courses Outlines

**Living and Learning: Professional Development Through Community Service**

- **Semester:** I & II
- **Department:** The Arthur Lewis Hall of Residence
- **Course Code:** COCR 1032
- **Credits:** Two (2)

Through service in the community and structured activities, you will have the opportunity to engage in career exploration, develop complementary skills and apply what you are learning in the classroom to the "real world." Over the 12 weeks of the course, participants will meet for two hours per week. In addition, participants will be required to complete at least eight community service hours over the course of the semester. You can choose from among several community service opportunities that have been arranged through the Student Advisory Service’s Community Outreach Programme or create your own programme.

**Managing My High (MY High): Alcohol, Drugs and Addictive Behaviours**

- **Semester:** I & II
- **Department:** Student Advisory Services
- **Course Code:** COCR 1031
- **Credits:** Two (2)

Do you say yes when you really want to say no? Social and peer pressure don’t make it easy. Learn to say “no” when you need to. This course teaches basic assertiveness skills, stress management and refusal skills, specifically in the context of alcohol, and other substances and behaviours that can become addictive. While many young persons engage in these behaviours recreationally, some may develop problems. This course therefore discusses the difference between recreational and harmful alcohol and drug use, and how to recognise when problems are developing. With the knowledge gained in this course, and the exposure to healthy stress management approaches, you will be able to say no when you choose, make lifestyle changes, and help others to avoid potential problems.

**Technology Literacy**

- **Semester:** I & II
- **Department:** Campus IT Services (CITS) and Faculty of Science and Technology
- **Course Code:** COCR 1030
- **Credits:** Three (3)

Comfort with technology is a critical skill in navigating today’s world effectively. This Technology Literacy course aims to equip students who are uncomfortable with technology with the requisite skills and practice necessary to utilize UWI’s student systems effectively, perform basic functions on a computer and feel more comfortable with technology in everyday life.

**Ethics And Integrity: Building Moral Competencies**

- **Semester:** I & II
- **Department:** Management Studies
- **Course Code:** COCR 1036
- **Credits:** Three (3)

Holding oneself to high ethical standards should be the norm, not be the minimum standard. The pressures to compromise ethical principles are enormous in today’s environment as we can witness in the media. While we can cite many examples of unethical practices, the rewards for exemplary ethical conduct are not always readily apparent. In light of these challenges, the need for ethical formation and practice could not be greater.
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Minding SPEC: Exploring Sports, Physical Education and Health & Wellness

Semester: I & II (courses are available in both semesters)
Department: Student Advisory Services
Course Code: COCR 1001
Credits: Three (3)

This course allows students to receive credits for participating in scheduled sport activities at the Sport and Physical Education Centre (SPEC). Students become members of sporting groups, and these affiliations allow students to plan, practice and compete together, as well as benefit from all the personal and social development opportunities that accompany membership in a sports group at SPEC. Students may also participate at the technical level as assistant coaches, trainers etc., and may conduct enquiry or small research projects in sport.

First Aid, CPR, AED

Semester: I & II
Department: Health Services Unit (HSU)
Course Code: COCR 1039
Credits: Two (2)

This course is designed to give First Aiders the knowledge, critical skills and techniques in responding confidently and efficiently when managing emergency situations in the first few minutes until emergency medical responders arrive.

Students will learn the basics of First Aid, Cardio Pulmonary Resuscitation and Automated External Defibrillation (AED), all of which are essential for survival in emergency situations.

Foreign Language Theatre in Performance

Semester: II (courses are available in both semesters)
Department: Faculty of Humanities & Education
Course Code: TO BE DETERMINED
Credits: Two (2) each

Open to all students who have a reasonable competency in French/Portuguese or Spanish, since all sessions will be conducted in the respective language. This course will provide students with the opportunity to develop foreign language skills that are not easily acquired in the classroom. Students will experience the oral performative dimension of language through stage performance, and develop an appreciation for the dramatic arts as a mode of communication, a capacity for team-work and the ability to communicate effectively with foreign language speakers.

Defensive Driving (Theory)

Semester: I & II
Department: Division of Student Services and Development (DSSD)
Course Code: COCR 1037
Credits: One (1)

The Defensive driving training course is a highly interactive course with the goal of providing drivers with practical knowledge and techniques to avoid collisions and violations.
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Find out More ... www.sta.uwi.edu/cocurricular

Want to know how a COCR course adds to your degree? Check your faculty office to connect with your COCR Faculty Representative! Visit http://sta.uwi.edu/cocurricular/ for full course descriptions and details on how and when to register!

Download the COCR video at http://j.mp/uwi-sta-cocr
Hear from fellow students about what they gained from doing a co-curricular course!