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 2014/2015:

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Course Titles</th>
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<tr>
<td>PUBLIC SPEAKING AND VOICE TRAINING:</td>
<td>Towards a More Confident You</td>
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<tr>
<td>WORKPLACE PROTOCOL FOR STUDENTS</td>
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| 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                    |
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 Co-curricular 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 do I get recognition for Co-curricular courses?
Co-curricular credits should normally form part of the required credits for your degree (i.e. they should replace a Level 1 semester course). However, if your degree structure does not allow for this type of substitution, you can still complete the Co-curricular course and it will appear on your final transcript.

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

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.
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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 2013

- **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:

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<tr>
<td>COCR 1025</td>
<td>Microsoft Office Word 2013</td>
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<tr>
<td>COCR 1026</td>
<td>Microsoft Office Excel 2013</td>
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<tr>
<td>COCR 1027</td>
<td>Microsoft Office PowerPoint 2013</td>
</tr>
<tr>
<td>COCR 1028</td>
<td>Microsoft Office Outlook 2013</td>
</tr>
<tr>
<td>COCR 1029</td>
<td>Microsoft Office Access 2013</td>
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These courses will help you to improve your desktop computing skills. Get the tools and techniques to create better papers, presentations, spreadsheets and more for class assignments, and enter the global marketplace with internationally recognized professional certification.

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.

Financial Literacy and Training

- **Semester:** I & II
- **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.
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Co-curricular Courses Outlines

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.

Living and Learning: Professional Development Through Community Service

**Semester:** I & II  
(courses are available in both semesters)

**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.
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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.

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.

Minding SPEC: Exploring Sports, Physical Education and Health & Wellness

Semester: I & II
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.

Develop important life skills related to healthy living, teamwork, effective communication and IT.
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Find out More ...

Visit [http://sta.uwi.edu/cocurricular/](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](http://j.mp/uwi-sta-cocr) Hear from fellow students about what they gained from doing a co-curricular course!

Want to know how a COCR course adds to your degree? Check your faculty office to connect with your COCR Faculty Representative!