SUMMER SCHOOL
2022

at The UWI, St. Augustine Campus

Four Departments = 1 Exciting Faculty that is Socially Engaged and Solutions Oriented

Move forward with us!

UWI
ST. AUGUSTINE CAMPUS

ON-DEMAND WORKSHOP SERIES

Online Sessions For
Your Convenience

6 Modules – 3 hour sessions

Get a certificate to share with employers!!!

Students who can work with data will have an immediate competitive advantage in the workplace.

Why data analysis

In today's world, data is king.

Quantitative data analysis methods will reveal essential facts and improve the validity and reliability of conclusions made from data. It facilitates the generalizability of findings to some larger populations.

In your research, you will be required to describe the characteristics of a specific group of entities like companies, employees, or customers; compare the mean score across groups; predict and explain outcomes or reduce the number of variables in a research model.

Quantitative data analysis, through the application of specific statistical techniques, will help.

Structure of On-Demand Series of Workshops

This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in.

Developed for your busy schedule. Enjoy the following:

- **Easy Access** - There are no prerequisites for this workshop.

- **Wide Appeal** - Open to all graduate and postgraduate students and business executives who work with data.

- **Convenient and Flexible** - Each module is 3 hours and will be delivered online via zoom.

- **Access to resources** - Resources are provided to all students, including a handbook, demonstration videos, lecture notes, and class recording.

Module 1 is compulsory and gives the foundation for subsequent modules.

A Student's Guide to Data Analysis

Module 1: Understanding the R interface and creating datasets

Students will have easy access to the R software and receive guidance on downloading and installing the program on their personal computers. Students will learn to enter coded data into R save and import files from other programs, including SPSS and Excel.

Key outcomes:

Participants will learn how to transform raw data from their survey instruments into symbols that different statistical programs, including R can handle.

Key Topics:

- Coding: Closed-ended and open ended questions and developing the code book.
- Downloading and Installing R
- Understanding the R interface
- Creating datasets in R
- Saving data and load/importing data into R

Class Schedule
Monday, July 04, 2022
Time: 1.00-4.00pm AST

Module 2: Inspecting Data: Missing Data & Outliers

Prerequisite: Module 1

Key outcomes:

Participants will be exposed to the steps in identifying missing data and applying remedies. Participants will also be exposed to a simple measure of detecting and handling outliers.

Key topics:

- Understanding the concepts of missing data and outliers.
- The 4-step process in identifying missing data and applying remedies.
- Using R to survey the extent of missing data, and corrective action for missing data.
- Using R to identify outliers.

Class Schedule
Tuesday, July 05, 2022
Time: 1.00-4.00pm AST

Module 3: Visualizing Data and developing the sample profile

Prerequisite: Module 1

Key outcomes:

Students will be introduced to the tools and techniques frequently used to describe the data collected. This analysis will be done using the R - statistical package. Students will learn best practices for visualizing data and using data for storytelling.

Key topics:

- Constructing a sample profile
- Data visualization with graphical data analysis tools
- Explore datasets, discover patterns, show relationships

Class Schedule
Wednesday, July 06, 2022
Time: 1.00-4.00pm AST

Module 4: Testing research hypotheses: Are there significant group differences?
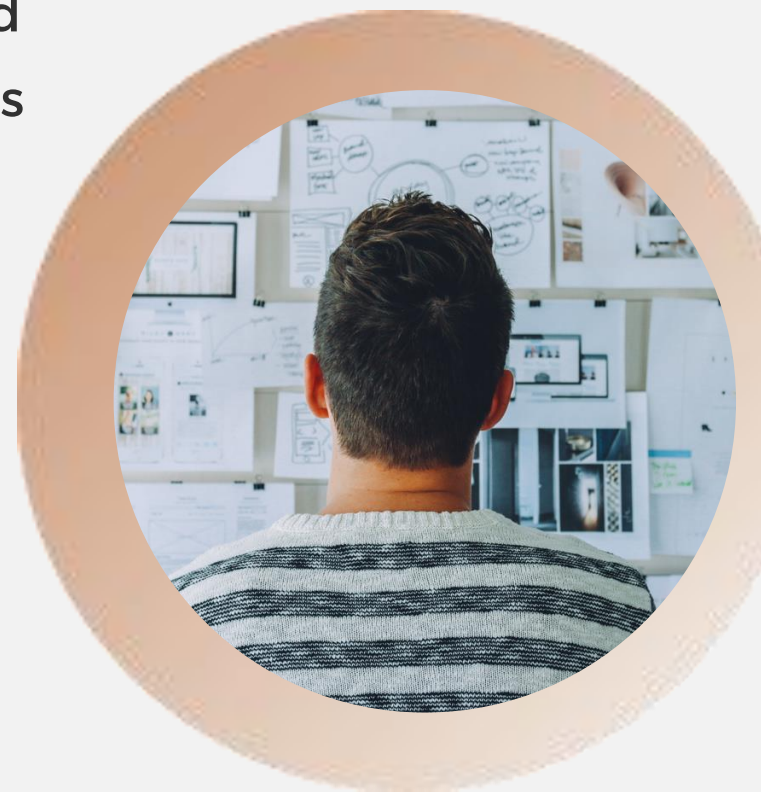
Prerequisite: Module 1

Key outcomes:

Students will be exposed to appropriate tests to compare group means. Students will understand the results from data collected from experiments from different treatment groups. Students will also be able to use proper statistics to report significant differences among heterogeneous groups.

Key topics:

- Independent sample t-test
- Analysis of Variance
- Non-parametric tests

Class Schedule
Thursday, July 07, 2022
Time: 1.00-4.00pm AST

Module 5: Testing research hypotheses: Are there significant relationships?

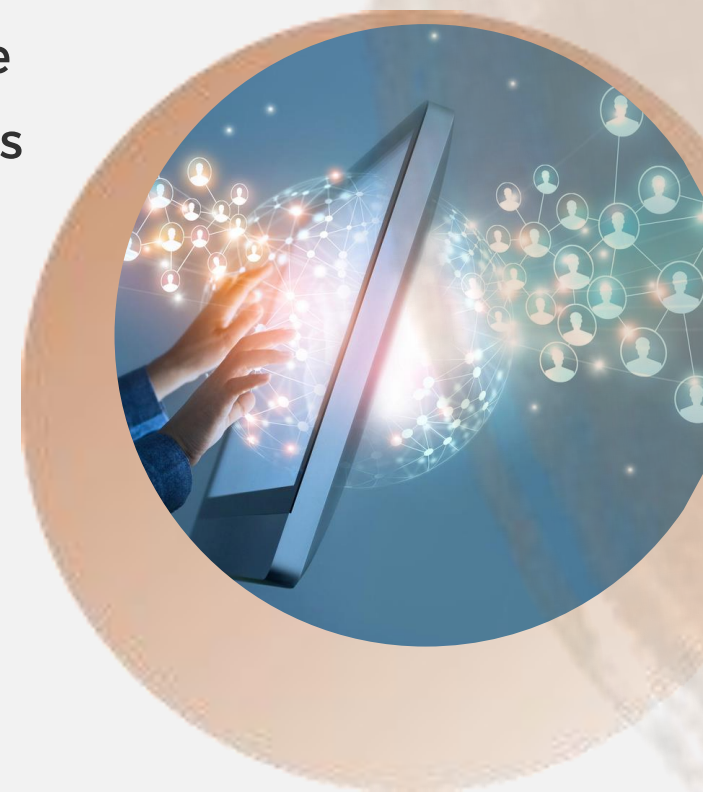<u>Prerequisite: Module 1</u>

Key outcomes:

Students will be able to test and measure the linear relationship among a group of variables and comment on the strength and nature of the connections. Students will also be able to construct prediction models and comment on the relative impact of a series of independent variables on a single dependent variable.

Key topics:

- Bi-variate correlation analysis
- Simple regression analysis
- Multiple regression analysis and model building

Class Schedule
Friday, July 08, 2022
Time: 1.00-4.00pm AST

Module 6: Working with multi-item scales: How to reduce and summarize data

Prerequisite: Module 1

Key outcomes:

Students will be able to conduct an appropriate analysis that takes a set of variables and reduces them to one or more components that represent the variance of the variables for subsequent hypothesis testing.

Key topics:

- The Bartlett Test of Sphericity and KMO
- Principal Component Scores
- Scree Plots
- Reliability coefficient

Class Schedule
Monday, July 11, 2022
Time: 1.00-4.00pm AST

Payment: Cost per Module

Current UWI student and staff - TT$250/US$38
Non-UWI student - TT$300/US$48

Earn a certificate of completion

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6 Modules – 3 hour sessions
Get a certificate to share with employers!!!

Workplace Readiness – The Ultimate Soft Skills Package

MENTOR
Dr. Cherisse Permell-Hutton

Dates: June 6th, 8th, 10th, 13th, 15th and 17th Time : 12 – 3 pm AST

Getting Ready for the Working Environment

In an ever increasing competitive environment being able to set yourself apart from other job candidates is fundamental to your employment success. While having knowledge, certification and competencies in a specific discipline are required criteria for attaining your desired career, so too are a wide range of soft skills such as communication, teamwork, professionalism, customer service and adaptability.

These soft skills were somewhat undervalued/overlooked in the past but have emerged as the critical success factors contributing to high performing organizations. As such, employers are therefore demanding that job seekers and employees possess the soft skills essential to maximizing performance in a dynamic business environment. These modules are designed with a focus on these critical areas to help job seekers and employees navigate the modern workplace with ease and enhance marketability for a competitive job market. **Certificate in Workplace Readiness.**

Structure of On-Demand Series of Workshops

This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in. **There are no prerequisites**. It is open to all undergraduate and postgraduate students and professionals who want to enhance their soft skills.

Each module is 3 hours and will be delivered online via zoom. Resources are provided to all students including lecture slides and recordings.

Workplace Readiness

The Ultimate Soft Skills Package

1	Developing a Professional Identity
2	Communication Skills for the Modern Employee
3	Teamwork Makes the Dream Work
4	The Customer Service Tool Kit
5	Embracing Change with Adaptability and Resilience
6	Media Use 101 for the Modern Workplace

Module 1

Developing a Professional Identity

Key outcome:

Participants will learn the importance of developing a professional code of conduct to achieve career advancement.

Key Topics:

- The Employer's Expectations of a Professional Employee
- Personal Responsibility
- A Strong Work Ethic
- Dressing for Success
- Language, Manners and Punctuality

Class Schedule
Monday, June 06, 2022
Time: 12.00pm-3.00pm AST

Module 2

Communication Skills for the Modern Employee

Key outcome:

Participants will learn the fundamentals of effective communication to excel within the business environment.

Key topics:

- Active Listening Skills for Optimum Performance
- Verbal Communication
- Non-verbal Communication and Body Language
- Written Communication
- Combatting Conflict with Communication

Class Schedule
Wednesday, June 08, 2022
Time: 12.00pm-3.00pm AST

Module 3

Teamwork Makes the Dream Work

Key outcome:

Participants will be exposed to the key ingredients needed for contributing to the success of a cohesive team which can effectively solve organizational problems.

Key topics:

- Showing Respect to Colleagues
- Dependability and Reliability
- Active Participation
- Finding Practical Solutions to Problems
- Constructive Criticism for Team Success

Class Schedule
Friday, June 10, 2022
Time: 12.00pm-3.00pm AST

Module 4

The Customer Service Tool Kit

Key outcome:

Participants will be exposed to the critical components for developing an attitude of customer service to achieve customer satisfaction and delight.

Key topics:

- A Friendly Disposition
- The E in service is for Empathy
- The Use of Positive Language
- Practice Makes Patience Perfect
- Owning Your Mistakes

Class Schedule
Monday, June 13,2022
Time: 12.00pm-3.00pm AST

Module 5
Embracing Change with Adaptability and Resilience

Key outcomes:

Participants will learn the activities necessary to adapt to changing opportunities in the micro and macroenvironment and exercise resilience amid challenges.

Key topics:

- Developing a Growth Mindset
- Accepting Change
- Moving Out of the Comfort Zone
- Identifying Stressors
- Managing Adversity

Class Schedule
Wednesday, June 15,2022
Time: 12.00pm-3.00pm AST

Module 6

Media Use 101 for the Modern Workplace

Key outcomes:

To provide participants with an understanding of how to use media appropriately at the workplace.

Key Topics:

- Cell Phone Do's and Don'ts
- Email Etiquette
- The World Wide Web and the Workplace
- Zetiquette' Zoom and Other Video Conferencing Platforms Etiquette
- Social Media

Class Schedule
Friday, June 17,2022
Time: 12.00pm-3.00pm AST

Payment: Cost per Module

Current UWI student and staff - TT$250/US$38
Non-UWI student -TT$300/US$48

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Win With Microsoft Word

Boost Your Confidence by Exploring the Hidden Secrets of MS Word
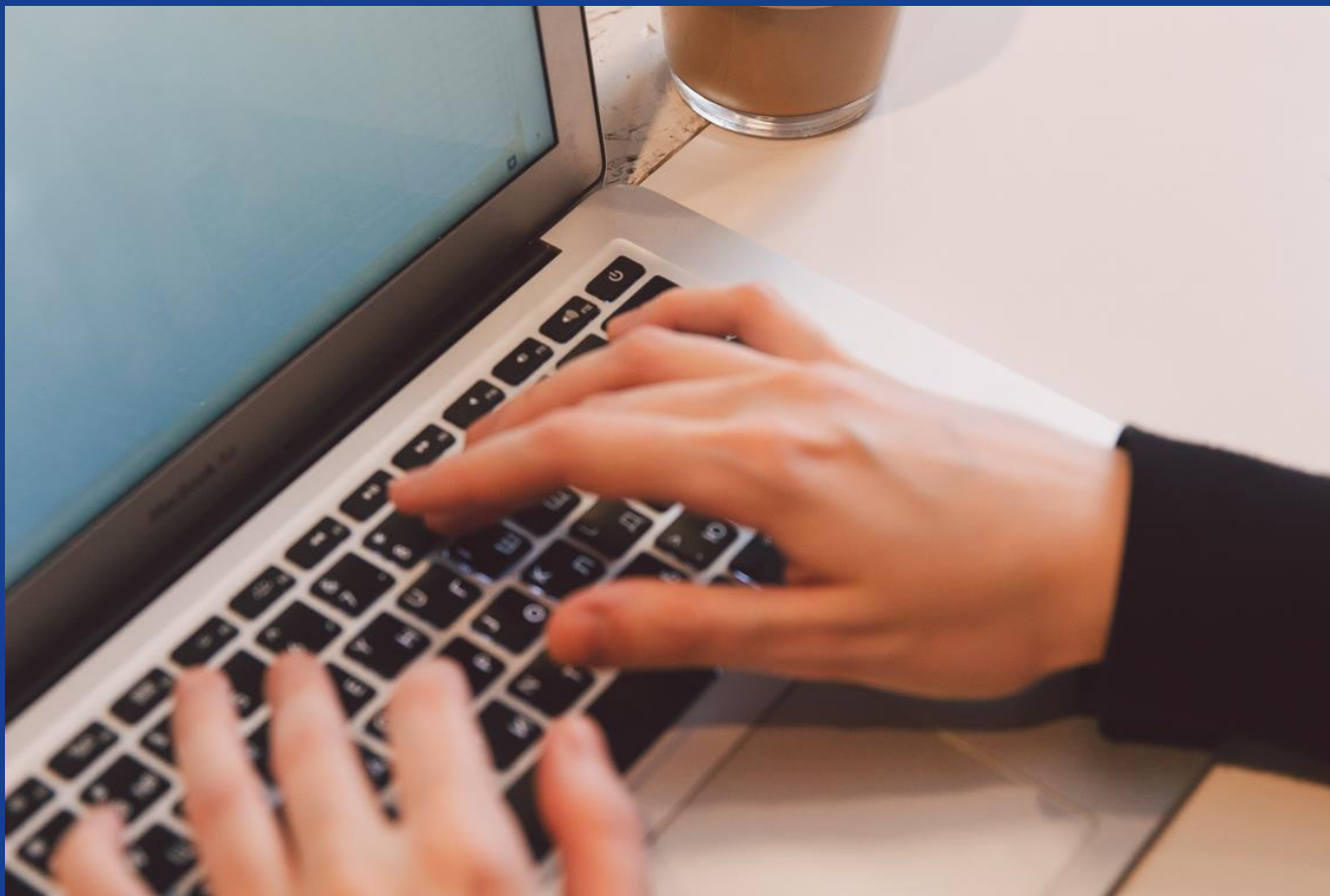

June 2nd-30th

MENTOR
MS. SOPHIA PERSAD

MICROSOFT WORD – SKILLS MEASURED

Become a master of MS Word. Powerup your skills, and unearth the secrets of the MS Word software

Win With MS Word

Mastering the Magic of MS Word

This workshop series will provide a fundamental understanding of the hidden secrets of MS word and help complete tasks independently, and competently.

Participants will be able to prepare professional documents with confidence and learn the correct application of the principal features of MS Word.

We will reveal the hidden tricks and tips that will allow participants to prepare documents for a variety of purposes and situations. Some examples include professional-looking reports, multi-column newsletters, résumés, and business correspondence.

Structure of On-Demand Series of Workshops

This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in.
There are no prerequisites.

It is open to anyone who is interested in becoming professionally trained in MS Word.

Each module is 3 hours and will be delivered online via zoom.

Resources are provided to all students, including a handbook, demonstration videos, lecture notes, and class recording.

Win With Microsoft Word

1   Manage documents

2   Insert and format text, paragraphs, and sections

3   Manage tables and lists

4   Create and manage Table of Contents

5   Word Mail Merge 1: Letters, Labels, Directories

6   Working with graphic elements

Module 1: Manage Documents

Key Learning Outcome:

Understanding the Word Environment

Key Topics:

Format documents

- Set up document pages
- Apply style sets
- Insert and modify headers and footers
- Configure page background elements

Save and share documents

- Save documents in alternative file formats
- Modify basic document properties
- Modify print settings
- Share documents electronically

Module 2:
Insert and Format Text, Paragraphs & Sections

Key Learning Outcomes:

Effectively manage text, formatting, and flow

Key topics:

Insert text and paragraphs

- Find and replace text
- Insert symbols and special characters

Class Schedule
Thursday, June 02, 2022
Time: 5.00pm-8.00pm AST

Format text and paragraphs

- Apply text effects
- Apply formatting by using Format Painter
- Set line and paragraph spacing and indentation
- Apply built-in styles to text
- Clear formatting

Create and configure document sections

- Format text in multiple columns
- Insert page, section, and column breaks
- Change page setup options for a section

Module 3:
Manage Tables and Lists

Key Learning Outcomes:

Understand how to construct and manage tables.

Key topics:

Manage tables and lists

- Convert text to tables
- Convert tables to text
- Create tables by specifying rows and columns

Modify tables

- Sort table data
- Configure cell margins and spacing
- Merge and split cells
- Resize tables, rows, and columns
- Split tables
- Configure a repeating row header
- Using a Sum Formula

Class Schedule
Monday, June 06, 2022
Time: 5.00pm-8.00pm AST

Module 3: Continued

Key Learning Outcomes:

Understand how to construct and manage tables.

Key topics:

Create and modify lists

- Format paragraphs as numbered and bulleted lists
- Change bullet characters and number formats
- Define custom bullet characters and number formats
- Increase and decrease list levels
- Restart and continue list numbering
- Set starting number values

Module 4:
Create and Manage (Table of Contents)

(PRIOR EXPERIENCE WITH MS WORK IS HIGHLY
RECOMMENDED FOR THIS MODULE)

Key Learning Outcomes:

Create and manage style elements and automatic Table of Contents

Key topics:

- Create and modify styles
- Insert automatic tables of contents
- Customize tables of contents

Class Schedule
Wednesday, June 08,
2022
Time: 5.00pm-8.00pm AST

Module 5:
Word Mail Merge 1: Letters, Labels, Directories?

(PRIOR EXPERIENCE WITH MS WORK IS HIGHLY
RECOMMENDED FOR THIS MODULE)

Key Learning Outcomes:

Create a batch of documents that are personalized for each recipient

Key topics:

- Setting up Data Source,
- Creating Main Document – Address Blocks, Greeting Lines, Sorting.
- Merging Data Source and Main Document to create final product

Class Schedule
Thursday, June 09, 2022
Time: 5.00pm-8.00pm AST

Module 6:
Working with Graphic Elements

Key Learning Outcomes:

Apply pre-designed illustrations, text boxes and graphic elements

Key topics:

Insert illustrations and text boxes

- Insert shapes
- Insert pictures
- Insert 3D models
- Insert SmartArt graphics
- Insert screenshots and screen clippings
- Insert text boxes

Add text to graphic elements

- Add and modify text in text boxes
- Add and modify text in shapes
- Add and modify SmartArt graphic content

Module 6: Continued

Key Learning Outcomes:

Apply pre-designed illustrations, text boxes and graphic elements

Key topics:

Format illustrations and text boxes
- Apply artistic effects
- Apply picture effects and picture styles
- Remove picture backgrounds
- Format graphic elements
- Format SmartArt graphics
- Format 3D models

Payment: Cost per Module

Current UWI student and staff - TT$250/US$38
Non-UWI student - TT$300/US$48

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Master the Code of Microsoft Excel

Boost Your Confidence by Uncoding the Hidden Secrets of MS Excel

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June 14th - 30th, 2022

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MENTOR
MS. SOPHIA PERSAD

MICROSOFT EXCEL – SKILLS MEASURED

Become a master of MS Excel. Powerup your skills, and unlock your potential in MS Excel

Master the Code of Microsoft Excel

Mastering the Code of MS Excel

This course measures competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects.

The course covers the ability to create and edit a workbook with multiple sheets and use a graphic element to represent data visually. Workbook examples include professional-looking budgets, financial statements, team performance charts, sales invoices, data entry logs and more

Structure of On-Demand Series of Workshops

This workshop series has six modules. Students can choose the most relevant module(s) they would like to enrol in. There are no prerequisites.

It is open to anyone who is interested in becoming professionally trained in MS Excel.

Each module is 3 hours and will be delivered online via zoom.

Resources are provided to all students, including a handbook, demonstration videos, lecture notes, and class recording.

Crack the Code of Microsoft Excel

1   Manage worksheets and workbooks

2   Manage tables and list

3   Perform operations by using formulas and functions

4   Manage charts

5   Manage and format data

6   Sorting and filtering importing text files, text to columns, and flash fill

Module 1:
Manage worksheets & workbooks

Key Learning Outcome:

Format worksheets and workbooks through modification, adjustments and customization.

Key Topics:

- Modify page setup
- Adjust row height and column width
- Customize headers and footers

Customize options and views

- Customize the Quick Access toolbar
- Display and modify workbook content in different views
- Freeze worksheet rows and columns
- Change window views
- Display formulas

Class Schedule
Tuesday, June 14, 2022
Time: 5.00pm-8.00pm AST

Module 1: Continued

Key Learning Outcome:

Format worksheets and workbooks through modification, adjustments and customization.

Key Topics:

Configure content for collaboration

- Set a print area
- Save workbooks in alternative file formats
- Configure print settings

Module 2:
Manage tables and list

Key Learning Outcomes:

Manipulate data in worksheets

Key topics:

- Paste data by using special paste options
- Fill cells by using AutoFill
- Insert and delete multiple columns or rows
- Insert and delete cells

Format cells and ranges

- Merge and unmerge cells
- Modify cell alignment, orientation, and indentation
- Format cells by using Format Painter
- Wrap text within cells
- Apply number formats
- Apply cell formats from the Format Cells dialog box
- Apply cell styles
- Clear cell formatting

Module 3:
Perform operations by using formulas and functions

Key Learning Outcomes:

Insert References

Key topics:

- Insert relative, absolute, and mixed references

Calculate and Transform data

- Perform calculations by using the AVERAGE (), MAX (), MIN (), and SUM () functions
- Count cells by using the COUNT(), COUNTA(), and COUNTBLANK() functions

Module 3: Continued

Key Learning Outcomes:

Insert References

Format and modify text

- Format text by using RIGHT (), LEFT(), and MID() functions
- Format text by using UPPER (), LOWER (), and LEN () functions
- Format text by using the CONCAT () and TEXTJOIN () functions
- Look up data by using the VLOOKUP(), HLOOKUP(),functions

Module 4:
Manage charts

Key Learning Outcomes:

Create Charts

Key topics:

- Create charts
- Create charts sheets

Format Charts

- Apply chart layouts
- Apply chart styles
- Create PivotTables

Module 5:
Manage and format data

Key Learning Outcomes:
Combining Data from Multiple Sources

Key topics:

- Linking to data in other workbooks

- Consolidating data

- Protection

- Password protect a worksheet and workbook

- Unlock cells and protecting part of a worksheet

**Class Schedule
Tuesday, June 28, 2022
Time: 5.00pm-8.00pm AST**

Module 6:

Sorting and filtering importing text files, text to columns, and flash fill

Key Learning Outcomes:

Sort and Filter Data, Clean Data 1: Data Tools

Key topics:

- Sort – Single, Multiple Levels, by Color, Columns.
- Filter – Hide rows based on criteria, Copy Filtered data
- Using TXT and CSV files,
- Import Wizard, Merging Multiple Excel Files,
- Changing Text to Numbers and Numbers to Text,
- Text to Columns and Flash Fil

Class Schedule
Thursday, June 30, 2022
Time: 5.00pm-8.00pm AST

Payment: Cost per Module

Current UWI student and staff - TT$250/US$38
Non-UWI student - TT$300/US$48

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