

HOW TO APPLY

The following are required on submission of each completed Application Form:

- The original and a copy of CXC / GCE O'Level and CAPE / GCE A-Level certificates.
- Non-refundable application fee of \$120.00 (Linx, manager's cheque or credit card only, no cash or personal cheques).
- One (1) Passport-sized Photograph.
- The original and a copy of the following forms of National Identification: Birth Certificate and National ID Card or Passport.
- The original and a copy of your Marriage Certificate/ Affidavit. (This is applicable if the name on the certificate is different from the name on the application form.)

Applicants wishing to apply for exemptions must do so at the time of application. Exemptions will only be considered when supported by original copies of Transcripts.

Applications must be sent to:

The Manager, Registry Services

UWI School of Business and Applied Studies Limited
(UWI-ROYTEC)

#136-138 Henry Street, Port-of-Spain.

PLEASE NOTE: Applicants who have lost or misplaced their original Certificates / Transcripts are required to request a Letter / Certified Duplicate Copy from the Ministry of Education or awarding institution.

Please visit our website to access the online application option.



UWI SCHOOL OF BUSINESS AND
APPLIED STUDIES LIMITED
trading as

ROYTEC

VISION

To be the tertiary institution of choice, that meets national and international standards of quality through its distinction and leadership in the areas of business, education and technology studies, para-professional programmes and corporate training.

MISSION

To position the institution as the preferred provider of applied studies in Trinidad and Tobago and to enhance corporate competitiveness by producing a work ready graduate who is a highly skilled and competent practitioner, a critical thinker, an innovator, an entrepreneur, and a socially engaged individual.

CORE VALUES

- Excellence
- People-Centeredness
- Integrity
- Equity
- Quality
- Engagement
- Innovation
- Life Long Learning

NORTH CAMPUS

136-138 Henry Street,
Port of Spain, Trinidad, WI
Tel: (868) 225-1299
Fax: (868) 623-7338

SOUTH CAMPUS

Naparima College, Lute Drive,
San Fernando, Trinidad, WI
Tel: (868) 225-1299
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ROYTEC



DIPLOMA IN PROJECT MANAGEMENT



PROGRAMME OBJECTIVES

The Diploma in Project Management provides the technical and practical knowledge required to support different aspects of the project management cycle. Participants will master the process of project planning and execution in each phase of the project management cycle, and learn how to manage the project's financial and economic viability. In addition, key skills will be developed in leading and directing cross-functional teams to deliver projects within the constraints of schedule, budget, and scope. Participants will also engage in the use of technology tools for project monitoring and control.

OVERALL AIMS

- To expose participants to the different aspects of the project management cycle from conception to project closure. Participants will master the process of project planning and execution in each phase of the project management cycle, and learn how to develop a project concept and the project's financial and economic viability.
- To develop competencies in leading and directing cross-functional teams to deliver projects within the constraints of schedule, budget and scope.
- To develop sufficient knowledge to appropriately apply methodology to projects that have reasonably well defined project requirements and deliverables.
- To expose participants to the skills needed to procure the project's resources more effectively to ensure successful implementation of the project.
- To demonstrate the use of project management technology tools and other basic statistical tools for project monitoring and control
- To provide an understanding of financial and operational measures, including preparation of budgets and responding to financial performance.

PROGRAMME STRUCTURE

The programme is conducted over three (3) academic terms or one (1) academic year. Classes meet for one – three (3) hour session per week for twelve (12) weeks for each course.

This programme of study allows graduates to carry forward nine (9) academic credits toward the UWI-ROYTEC Associate of Science Degree in Management (ADM), leading to the Bachelor of Business Administration (BBA) from the University of New Brunswick, Canada.

COURSES COVERED

- PROJECT MANAGEMENT FUNDAMENTALS (TERM 1)
- FUNDAMENTALS OF MANAGEMENT (TERM 1)
- ORGANISATIONAL BEHAVIOUR (TERM 2)
- MANAGEMENT ACCOUNTING (TERM 2)
- PROJECT MONITORING AND CONTROL (TERM 3)
- MANAGING PROJECT PROCUREMENT (TERM 3)
- PRACTICUM (TERM 3)

All courses are compulsory.
There are no elective courses.

ENTRY REQUIREMENTS

A minimum of five CXC passes, (General Proficiency) Grades I and II (Grade III accepted from June 1998 onwards) or five GCE O' Level passes, Grades A, B and C (or equivalent) including English Language and Mathematics.

Applicants may also be considered on the basis of their work experience, training and educational background as deemed relevant by UWI-ROYTEC to be the equivalent of the above for the purpose of study and may be subject to an interview.

