

## 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  
Fax: (868) 652-7847

[www.roytec.edu](http://www.roytec.edu)

[marketing@roytec.edu](mailto:marketing@roytec.edu)



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# DIPLOMA IN MANAGEMENT FOR ADMINISTRATIVE PROFESSIONALS



Registered Institution

## PROGRAMME OBJECTIVES

The Diploma in Management for Administrative Professionals aims to equip administrative assistants, secretaries and executive support staff with skills and knowledge to prepare them for new roles and expanded responsibilities within the organisation. Participants will be exposed to problem solving and decision making techniques to support executive work environments and strengthen their decision making and managerial support skills.

## OVERALL AIMS

- To enable participants to strengthen their decision making, interpersonal communication, and time management skills.
- To expose participants to problem-solving and administrative techniques to support executive work environments.
- To provide participants with the knowledge to communicate effectively in the workplace through writing, speaking, listening and electronic media.
- To expose participants to the practical applications of project management which will enable them to acquire the concepts and tools needed to plan, manage and deliver project success.
- To provide the knowledge and techniques that administrative professionals should use to research, draft, compose and edit reports and other written documents.
- To enhance the ability of participants to be more proactive in the work environment.

## PROGRAMME STRUCTURE

The programme is conducted over three (3) academic terms or one 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 twelve (12) 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

- FUNDAMENTALS OF MANAGEMENT (TERM 1)
- BUSINESS COMMUNICATION (TERM 1)
- UNDERSTANDING HUMAN COMMUNICATION (TERM 2)
- ORGANISATIONAL BEHAVIOUR (TERM 2)
- INTRODUCTION TO PROJECT MANAGEMENT (TERM 3)
- CRITICAL SKILLS WORKSHOP & 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.

