



## \*Civil Service College – Spring 2010 schedule

### Grand Cayman

*\*All times and days listed here are subject to change. We will try to notify you if, and when changes are made.*

Course title	Course Code	Instructor	Start Date	End Date	Days	Times	Room	Max. students
<b>ICT Competencies</b>								
Microsoft Word (inc levels 1, 2, and 3)	ICSC 101	Kevin Hudson	Jan 18 <sup>th</sup>	Feb 24 <sup>th</sup>	M/W	8:30-10:30a.m.	Computer Lab 4	10
Microsoft Excel (inc levels 1, 2, and 3)	ICSC 102	Kevin Hudson	Mar 3 <sup>rd</sup>	Apr 7 <sup>th</sup>	M/W	4-6p.m.	Computer Lab 4	10
Microsoft Power Point (inc levels 1, 2,)	ICSC 103	Kevin Hudson	Mar 3 <sup>rd</sup>	Apr 7 <sup>th</sup>	M/W	6-8p.m.	Computer Lab 4	10



Civil Service College - Linking Learning to Life

<b>Business Communications</b>								
Report Writing in a government workplace (entry level/mid level)-*it's recommended that you complete WCSC 105 before taking this class.	WCSC 101-1	Jennifer Gager-Sterling	March 2 <sup>nd</sup>	April 20 <sup>th</sup>	T/Th	6-8p.m.	Room 1	15
Basic Communications in the workplace – (entry level) *recommended that you take this class before taking WCSC 101.	WCSC-105-1	Dr. Paula-Grace Anderson	Jan 11 <sup>th</sup>	March 8 <sup>th</sup>	M/W	6-8p.m.	Room 2	15
<b>Mathematics and Statistics</b>								
Business Maths (Part A)	FCSC 100-1	Christopher Parrett	Jan 12 <sup>th</sup>	March 16 <sup>th</sup>	T/Th	4-5:30p.m.	Room 3	8
Introduction to Statistics for Managers using Excel	SCSC 100-1	Christopher Parrett	Jan 12 <sup>th</sup>	April 22 <sup>rd</sup>	T/Th	11:30-1p.m.	Room 3	8
<b>CSC Core competencies (mandatory classes)</b>								
Elements of Public Administration	ACSC 200-1	Dr. Livingston Smith	Jan 18 <sup>th</sup>	Apr 12 <sup>th</sup>	M/W	6-8p.m.	Room 4	15
Ethics in Government	ECSC 203	Dr. Anthony White	Jan 18 <sup>th</sup>	Apr 28 <sup>th</sup>	M/W	4:30-6p.m.	Room 1	15



Civil Service College - Linking Learning to Life

Elective CSC Competencies								
Spanish for Beginners	LCSC 100	Ms. Erica Gordon	Jan 11 <sup>th</sup>	April 23 <sup>rd</sup>	M/W	6-8p.m.	Room 1	15
Introduction to Leadership and Teamwork	HCSC 216	Dr. Robert Weishan	Feb 2 <sup>nd</sup>	Mar 23 <sup>rd</sup>	T/Th	4-6p.m.	Room 4	15
ILM competencies								
Giving briefings and making presentations in the workplace	ILM 001	Dr. Martin Richards	March 5 <sup>th</sup>	March 26 <sup>th</sup> /Apr 9 <sup>th</sup>	Fri	9-12p.m.	Room 2	15



Civil Service College - Linking Learning to Life

Linking Learning to Life