

# EDU CAN



# CATALOGUE 2023-2024

## Courses & Workshops

Certificates | Advance Certificates | Diplomas | Degrees

Mgmt. & Corp Studies

Business

Writing & Doc.

Personal Dev.

Ed Studies

Visual Arts

Fashion

Education is Life & Life is Education

## **TABLE OF CONTENTS**

	<b>Page Nos</b>
<b>MANAGEMENT &amp; CORPORATE STUDIES</b>	<b>5-6</b>
1. Management (Course)	6
2. Supervisory Management (Course)	6
3. Human Resource Management (Course)	6
4. Organizational Behaviour (Course)	7
5. Knowledge Management (Advance Course)	7
6. Knowledge Management (5-Day Workshop)	7
7. Quality Management (Course)	8
8. Production & Op. Management (Course)	8
9. Info. Technology (Course)	8
10. Management Info. Systems (Course)	9
11. Policy Design (3-Day Workshop)	9
12. Project Management (Course)	9
<b>Diploma in Management &amp; Corporate Studies</b>	<b>10</b>
<b>BUSINESS STUDIES</b>	<b>11-12</b>
1. Business Startups Fundamentals (1-Day Workshop)	12
2. Entrepreneurship (Course)	12
3. Customer Service (3-Day Workshop)	12
4. Selling Skills (3-Day Workshop)	13
5. Public Relations (Course)	13
6. Advertising (Course)	13
7. Branding Fundamentals (1-Day Workshop)	14
8. Branding Fundamentals (3-Day Workshop)	14
9. Branding Fundamentals (Course)	14
10. Marketing (Course)	14
<b>Diploma in Business Studies</b>	<b>15</b>
<b>WRITING &amp; DOCUMENTATION</b>	<b>16-17</b>
1. Journalizing (1-Day Workshop)	17
2. Journalizing (Course)	17
3. Calligraphy (Course)	17
4. Business Writing (5-Day Workshop)	17
5. Academic Writing (5-Day Workshop)	18
6. Broadcast Newswriting (5-Day Workshop)	18
7. Technical Writing (5-Day Workshop)	18
8. Professional Proposal Writing (3-Day Workshop)	18
9. Proposals & Reports (3-Day Workshop)	19
10. Grant Proposal Writing (Course)	19
11. Creative Writing (Course)	19

## TABLE OF CONTENTS

	<b>Page Nos</b>
12. Poetry 101 (Course)	20
13. Writing Novels (Course)	20
14. Writing Nonfiction Books (Course)	20
15. Book Production Fiction & Non-Fiction (1-Day Workshop)	21
16. Professional Documentation Formulate & Format (3-Day Workshop)	21
<b>Diploma of Applied Arts in Writing &amp; Documentation</b>	<b>22</b>
<b>PERSONAL DEVELOPMENT STUDIES</b>	<b>23-24</b>
1. Image Management (3Day Workshop)	24
2. Emotional Intelligence (1-Day Workshop (Ind))	24
3. Emotional Intelligence (5-Day Workshop (Ind. & Corp.))	24
4. Public Speaking (5-Day Workshop)	25
5. Presentation Skills (3-Day Workshop)	25
6. Curriculum Vitaé & Resume (1-Day Workshop)	25
<b>Advance Certificate in Personal Development</b>	<b>26</b>
<b>EDUCATION STUDIES</b>	<b>27-28</b>
1. Teacher Training (1-Day Workshop)	28
2. Teacher Training (5-Day Workshop)	28
3. School Based Assessment (3-Day Workshop)	30
<b>Advance Certificate in Education</b>	<b>31</b>
<b>VISUAL ARTS</b>	<b>32-33</b>
1. Visual Arts (Course)	33
2. Paintings (Course)	33
3. Sketching & Drawing (Course)	33
<b>Advance Certificate in Visual Arts</b>	<b>34</b>
<b>FASHION DESIGN &amp; ILLUSTRATION STUDIES</b>	<b>35-36</b>
1. Fashion Illustration (Course)	36
2. Fashion Design Theory (Course)	36
<b>Advance Certificate Fashion Design Theory &amp; Illustration Studies</b>	<b>37</b>
<b>Degree Programmes</b>	<b>38</b>
<b>Associate of Applied Arts Degree in Business Management</b>	<b>39</b>
<b>Bachelor of Applied Arts Degree in Business Management</b>	<b>41</b>

# Associating Knowledge with Life

It's not just about certification but the quality of education

## **Education is Life & Life is Education**

Copyright © August 2022. Revised May 2023  
RetXed Education Academy.  
All Rights Reserved.

Prepared and Compiled By

*Dexter F. Les Pierre-Luke*

No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the prior written permission of the Copyright owner.  
For permission or requests, contact the publisher at the address below.

**RET XED** PUBLISHING

RetXed House

19 Eighth Street East, Montague Avenue.

TRINICITY. TACARIGUA 348026

Republic of Trinidad and Tobago W.I.

1.868.640.2492 | 1.868.480.1109

[retxed.inc@gmail.com](mailto:retxed.inc@gmail.com) | [lespierreluke@gmail.com](mailto:lespierreluke@gmail.com)

# MANAGEMENT

# & CORPORATE



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

# Studies

## **MANAGEMENT & CORPORATE STUDIES**

The ten (10) courses and two (2) workshops under the 'Management | Corporate' Discipline, each when completed, participants will be awarded either a 'Certificate of Completion' if they complete ALL course assessment and the final evaluation or a 'Certificate of Participation' if they opt not to be assessed and evaluated. The completion of all twelve (12) courses, participants would, in addition to being awarded certificates, they will be awarded a DIPLOMA in Management & Corporate Studies.

### **MGMTGEN Management**

This course explores, highlights, interrogates, and analyses the principles and fundamentals of management, with major focus on the main management processes, categorized into the four pillars: planning, organizing, leading and controlling. It gives participants the basic understandings of an introduction to Human Resource Management functions, which is dealt with in greater detail in HRSMGMT Human Resource Management course and briefly engages them throughout the course about the current issues relating to corporate business management, which can be utilized in non-profit and government organizations.

### **SPVMGMT Supervisory Management**

This course, fundamentally provides participants with the key components of supervisory management in an effort to prepare them to become supervisors or become better supervisors, persons who for the most part spend most of their time supervising "subordinate" staff/employees, who generally will need assistance, guidance and direction in successfully completing their tasks with respect to businesses and government organizations' goals and objectives. It provides participants with theoretical skills and knowledge, and expose them to real-life scenarios that are associated with real-life experiences to gain practical skills when engaging management and staff (employees) within the workplace at the middle management/supervisory level of an organization. The concepts of supervisory management together with brief discussions from the MGMTGEN Management course will be explored and analysed for the application of learning to be successful in turbulent contemporary corporate situations. A heavy component of the course is the understanding of the interrelationships between people within a business environment, having to deal with people with challenging personalities in difficult situations.

### **HRSMGMT Human Resource Management**

This course examines, highlights, interrogates, and analyses the principles and fundamentals and techniques utilized by the human resource management function within an organization, focusing on the factors and implications that impact their effectiveness with specific reference to the policies used for smooth interactions among the human capital of the entity. It also looks at the Issues such as planning and development, staffing (recruitment and selection), performance and development, training and development, employee morale,



compensation & benefits, as well as a touch of emotional intelligence, which is dealt with in greater detail in EQWS105 Emotional Intelligence 5-Day Workshop for Corporations & Individuals will be explored. Additionally, the general definition, the philosophy and objectives of human resource management, the effect of compensation packages and other employee benefits on employee productivity and morale are also addressed.

#### ORGBHVR Organizational Behaviour

This course builds on the theories, concepts and applications dealt with in MGMTGEN Management by reviewing the role of the manager in carrying out basic management functions of planning, organizing, leading and controlling, the skills that are essential for any manager, while comparing successful and effective managers in instilling appropriate behaviours within entities of various types, sizes and forms, designed to accomplish specific corporate goals. It also looks at how organizations provide goods and services that individuals cannot provide for themselves, predicting different employee behaviours, to better lead and provide an environment that will motivate them to be productive. The course seeks to explain individual and group behaviours, and how organizational structures impacts on both, since they do not operate in a vacuum, but adapt internally to the dynamics of the external environment in which they function.

#### KNMGMTA Knowledge Management

This advanced course builds upon the principles, technologies, and systems that are need for capturing data, turning it into information, which provides knowledge that are applied for a learning contemporary organization, especially during turbulent times, which is inevitable for the future and the future of knowledge management as a phenomenon in management. It further explores, highlights, interrogates and analyses, the principles and forces driving knowledge management, which are necessary for the technologies and systems employed for the management of knowledge to derive possible solutions that would have positive organizational impacts, which were dealt with in KNMGMT5 Knowledge Management Five (5) -Day Workshop. The course also looks into the leadership & assessment of knowledge management and the factors Influence its application.

#### KNMGMT5 Knowledge Management (Principles)

This five (5) -day intensive workshop explores, highlights, interrogates and analyses, the foundational principles: infrastructure, mechanics & technology, and the forces driving knowledge management, which are necessary for the technologies and systems employed for the management of organizational knowledge to derive possible solutions through processes and systems, that would have positive impacts on a learning contemporary organization during turbulent times and the future for organizational longevity.

### QACMGMT Quality Management

This advanced course is steeped in advance management with quality assurance and quality control principles being fundamental to the catalyst for a successful competitive business entity, particularly larger corporations in the service & manufacturing industries, which are the highlight for a comprehensive understanding of the manner in which quality is applied, implemented and managed. Total Quality Management principles, the International Standards Organization (ISO) 9000 and other series, among other modern quality practices with the aid of appropriate theories are key areas that will be explored, examined, interrogated and analysed and form a major part of the course. It emphasizes on the importance of quality as a strategy for being competitive in this current global market and by extension village that has been threatened by several environmental challenges, forces beyond the average human control. It examines the major quality management functions in real-life business scenarios in a number of business sectors to grasp applied perspectives for any new venture creation.

### PRODMGT Production & Op. Management

This advanced course builds upon the theories, concepts and applications dealt with in MGMTGEN Management course by reviewing the role of the manager in carrying out basic management functions of planning, organizing, leading and controlling, the skills that are essential for any manager, while exploring, highlighting, interrogating, and analyzing the principles and fundamentals of management, with major focus on the efficient and effective production of goods and services and the standard operational procedures, practices and processes that are required to ensure the organization is productive, particularly within a manufacturing industries. The basic tenets of quality management are also reviewed and the scientific applications and formulae used for various scenarios. Additionally, the underpinnings of the basic introductory understanding, and the application of Human Resource Management functions, will also be discussed, recognizing that the center of any business or organizational entity is the human capital.

### INFOTEC Information Technology

This course provides a fundamental perspective into information technologies as a basis or foundation for information systems, which is the reengineering approach to the management of information and the impact of technology on the organisation. The focus, to a lesser extent, is on hardware technologies, application software, networking infrastructure topology, including Internet technology, viruses and basic telecommunication elements for the efficient and effective operations of the contemporary digital firm. A heavy component of the course is the office tools—application software with reference to word processing, electronic spreadsheets, and electronic presentations that enable the smooth operations of a modern office as it slowly, effectively and efficiently becomes automated.



**MINFOSYS** Management Information Systems

This course is designed to highlight the fundamentals of Information Systems used in the Management of the modern organization as it relates to information technology, highlighting all the areas dealt with in the INFOTEC Information Technology course, and the major components of information systems in contemporary business organizations, and the management systems needed to control data and information from input processes to output processes. It focuses on the ethical and social responsibility for using Information Systems within organization and the future trends that can lead to business success.

**POLDSGN** Policy Design

This three (3) -Day Workshop focuses on the key components of a standard but generic corporate policy and the internationally recognized structure of these components, the type of word usage, formatting and overall structure of the design for a smooth flow of information and easy readability, with reference to all the elements that comprise a business document, nicely crafted for all professionals and corporate executives. The entire workshop impinges upon the practical use of a word processor.

**PROJMGT** Project Management

This advance course is a systemic approach to planning, scheduling, and controlling all aspects of a project by focusing on the scope within a contractually agreed time and within budget—cost control. It also seeks to introduce the integration of key elements of a project that are necessary for its management with reference to the code of ethics & professional conduct, quality, human resource communication, risks and the management of risks, conflict resolution modes, procurement, variables for success and more importantly, the management of all stakeholders. A number of case studies will be used as references and learnings to be had throughout the entire course.

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## Diploma in Management & Corporate Studies

Certificate & Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Diploma in Management & Corporate Studies*

These cluster courses are designed for all participants who want to take their secondary and tertiary level studies further, perhaps being enrolled in a recognized Transnational Bachelors and/or Master's Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD		
First	MGMTGEN - Management	3	9	Certificates of Completion or Certificates of Participation in Management		
	SPVMGMT - Supervisory Management	3				
	HRSMGMT - Human Resource Management	3				
Second	ORGBHVR - Organizational Behaviour	3	9		Certificates of Completion or Certificates of Participation in Management	
	KNMGMT5 - Knowledge Management (WS)	3				
	KNMGMTA - Knowledge Management	3				
Third	OACMGMT - Quality Management	3	9			Certificates of Completion or Certificates of Participation in Management
	PRODMGT - Production & Op. Management	3				
	PROJMGT - Project Management	3				
Fourth	INFOTEC - Information Technology	3	9			
	MINFOSYS - Management Information Systems	3				
	POLDSGN - Policy Design	3				

### *Diploma in Management & Corporate Studies*

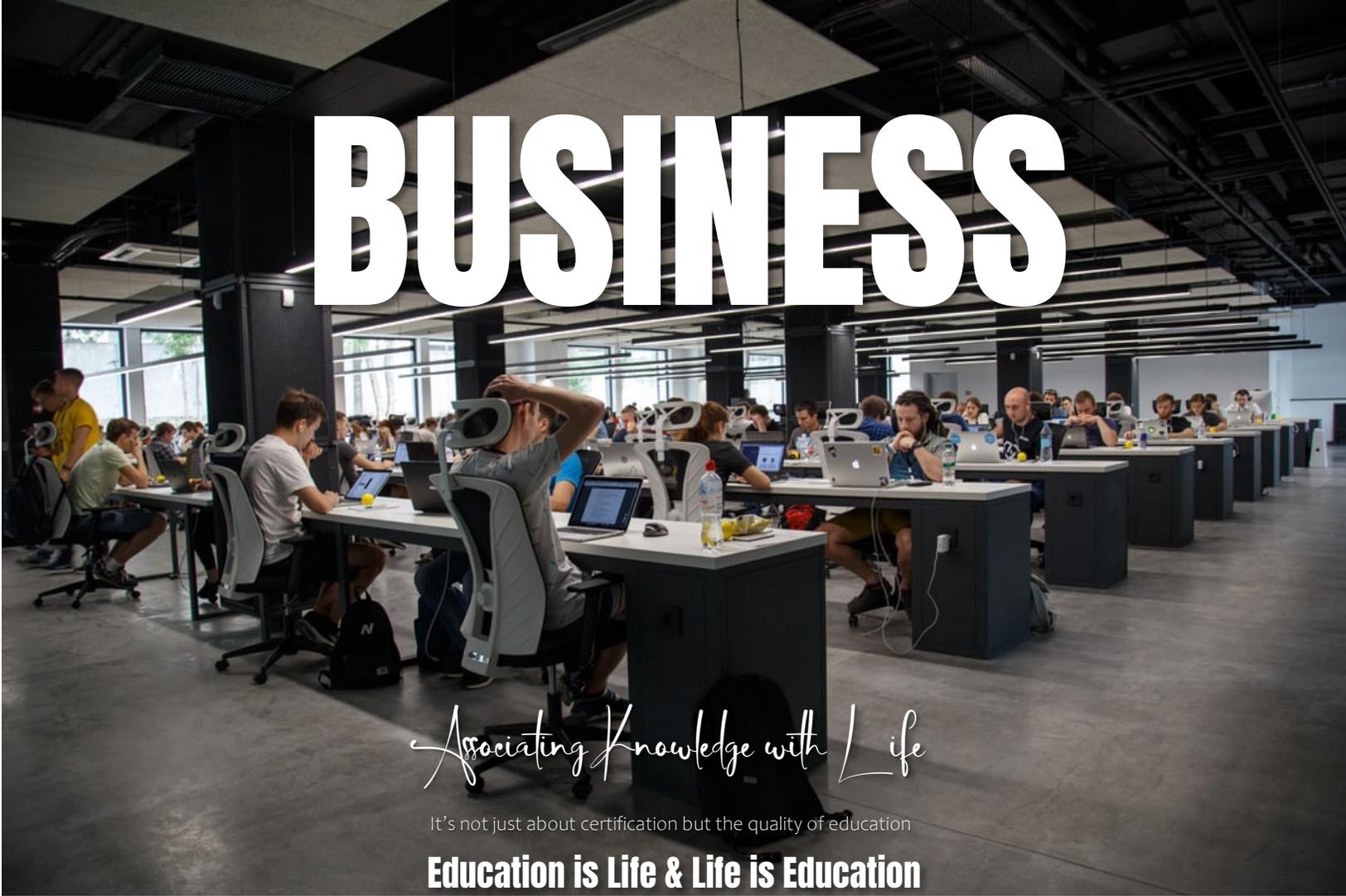
Completion of ALL Ten (10) Courses & Two (2) Workshops (36 Credits)

Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The DIPLOMA will ONLY be awarded after all courses are completed.

Certificates of Participation are awarded to Participants for any course if participants choose not to be assessed and evaluated.



# BUSINESS



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**



*Studies*

**BUSINESS**

**BUSSWS1 Business Start-Ups 1-Day Workshop**

This One (1)-Day Workshop is geared towards participants who would like to or have already started their own business and want to learn the fundamentals, the more important aspects necessary for businesses so they are not left wandering around aimlessly. This intense workshop highlights the Types of Business, Considerations for Business Start-ups, Business Registration Process, file their company Taxes, Accessing Information for their business, and learn a bit about Records Maintenance.

There will be brief discussions about an Intro to Marketing, details of which can be found by pursuing the MKTGGEN Marketing course, Branding & Communication, details of which can be found by pursuing the BRADWS3 Branding Fundamentals 3-Day Workshop, Customer Service & Care, details of which can be found by pursuing the CUSTSWS Customer Service 3-Day Workshop, Managing the Business, details of which can be found in pursuing the MGMTGEN Management course, Finance, Costing & Financial Accounts and Creating the Business Plan. It is highly recommended that participants pursue the ENTPGEN Entrepreneurship course as this provides even more information and learning to be had for a successful entrepreneurial venture.

**ENTPGEN Entrepreneurship**

This course is geared towards young and up-coming entrepreneurs. It focuses on Crafting a Personal Entrepreneurial Strategy, The Entrepreneurial Process, The Business Plan, which is highlighted in the BUSSWS1 Business Start-ups 1-Day Workshop, The Entrepreneurial Leader & Team, Resource Requirements, Entrepreneurial Finance, Obtaining Debt Capital, and Start-up & Beyond. It is highly recommended that participants pursue the BUSSWS1 Business Start-ups 1-Day Workshop prior to this course.

**CUSTSWS Customer Service 3-Day Workshop**

This three (3) – Day intensive workshop covers some key areas that are necessary for business integration, growth and development. The workshop discusses Interpersonal Communication and relevance more so now than ever before, Customer Relationship Building, because with customers, no business can survive, Managing Customer Complaints: The Difficult Customer, which is inevitable, so the need to deal with these unfortunate circumstances is crucial for business longevity. Customer Perception, since it is real for those who perceive it. Expectation & Satisfaction, knowing that subliminally, there are always product quality, sterling service are expectations when purchases are being made. Listening: Telephone Courtesy & Etiquette, not knowing who is on the other side of a call, your tone, and ability to listen and not interrupt customers' explanations are vital and overall, Quality Service: Customer-First Culture, even though at times this is not always the case. This workshop is recommended for ALL business owners and entrepreneurs.



**SELLSKWS** Selling Skills 3-Day Workshop

This fun-filled three (3) Day workshop had several group activities to bring life into the discussions over the period. It covers areas such as: The Role of the Sales Force, Managing the Sales Force, Designing Sales Force Strategy & Structure, Customer Relationship Management, Steps in the Selling Process, and Techniques for Closing the Sale—a number of scenarios will be brought to the fore to show the different way you can close the sale.

**PUBRELG** Public Relations

This course seeks to provide necessary information about dealing with and building relationship with your various publics, especially knowing that anyone can be a potential customer. Key areas that will be addressed are Understanding PR Concepts & Objectives, Planning PR Programmes, PR Publics, The News Media & Press Relations, Preparing A Press Release, Budgeting, Evaluating Results, Exhibitions & Conferences, Photography & The Printing Process and Sponsorships. Depending on the group of participants, specific areas will be emphasized to bring further discussions and information to appeal to all. Even though this course is targeted for large businesses, the learning gained can be useful for small business owners and entrepreneurs alike.

**ADVTGEN** Advertising

This is a fun course, though considered “traditional” in this modern, contemporary business environment, the areas covered are necessary to show how vital it is for advertising your business, its products and services, especially after branding your business. Further details can be found from pursuing any one of the two Branding workshops (BRADWS1 or BRADWS3) and/or the full Branding course—BRANDGEN. This course, however, covers a modern take on the areas that are relevant for today, not to take away from “Promotions” and/or “Branding”, two highly recommended courses for any business entity. The areas focused on are, but limited to, ensuring participants have (1) an Understanding of All Advertising Concepts, (2) The Integrated Marketing Concept (IMC), which is why MKTGGEN Marketing is recommended together with this course. (3) Organizing for Advertising & Promotion, as mentioned, and (4) Perspectives of Consumer Behaviour. In addition, (5) Creative Strategy with specific reference to Planning, Development, Implementation, (6) Evaluation, (7) Media Planning, (8) Broadcast, Print & Support Media, (9) Sales Promotion, (10) Personal Selling, (11) PR, Publicity & Corporate Advertising, which includes, Identity, Research, Law, Ethics & Campaigning and the fun part of the course, participants would be taught how to (12) Prepare an Advertisement for their business entity.

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**



**BRADWS1 Branding Fundamentals**

This One (1) Day intensive workshop is geared to provide information and understanding of the importance of branding your business and you the owner if that becomes necessary. Most high-profile business owners, such as Rihanna and Jay-Z have both garnered a level of understanding and respect for “Branding”. They have both branded themselves and their businesses. This goes to show that this workshop is necessary. It focuses on Brand Elements (Logos, Letterheads, Business Cards, Signage, Banners Etc.), Local Business Brand Identity. Branding: A Holistic Perspective and Crafting a Sensory Brand

**BRADWS3 Branding Fundamentals**

As a follow-up to the One (1) Day Workshop—BRADWS1 BRANDING Fundamentals, this intensive three-day workshop seeks to provide even more details on some of the topics discussed and further exemplify the need to include some additional areas such as: Local and Foreign Business Brand Identity, Branding A Holistic Perspective, and Crafting a Sensory Brand, as well as, Re-Branding a popular global business. It is recommended that the 1- Day workshop be pursued before venturing into this workshop unless the areas covered there are not new to you.

**BRADGEN Branding**

This course covers ALL the areas in both the One (1) Day and Three (3) Day workshops in significantly more detail, over a longer period of time with specific reference to Brand Elements (Logos, Letterheads, Business Cards, Signage, Banners Etc.), Local Business Brand Identity. Branding: A Holistic Perspective and Crafting a Sensory Brand and Re-Branding a popular global business. It is geared towards participants wanting more from these areas with more time to assimilate the information from each session before moving forward unto the next until the end of the course.

**MKTGGEN Marketing**

This course highlights the principles and fundamentals of marketing and its practice in businesses today, even though it is considered by some academic opinion hosts and bloggers, to be a dying method/approach to bring awareness to your target market/s or your market segments to position your modern/contemporary business entity. In its place, “they” say that “Branding has become more important”—important, most certainly, but to blatantly ignore the integrated marketing concept for your business, is like not repairing or attending to your over-run vehicle. The course is, however, designed to provide a basic approach to Marketing as a total system of business action. It emphasizes on the importance of understanding the customer and meeting his/her needs. It examines the marketing function in a real business situation in relation to the material covered in each class session. The topics covered in this course are: (1) Understanding Marketing Concepts & Objectives, (2) Customer Behaviour, (3) The Marketing Mix (12 Elements), (4) Marketing Research, (5) Packaging, Naming & Branding, (6) Pricing & Distribution, (7) Marketing Methods: (Sales Promotion, PR, Advertising & Direct Response) and (8) Preparing the Marketing Plan, which is the most needed document for any business entity.

## Diploma Business Studies

Certificate & Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Diploma Business Studies*

These cluster courses are designed for all participants who want to take their secondary and tertiary level studies further, perhaps being enrolled in a recognized Transnational Bachelors and/or Master’s Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD		
First	BUSSWS1 - Business Start-Ups	1	7	Certificates of Completion or Certificates of Participation in Business Studies		
	ENTPGEN - Entrepreneurship	3				
	CUSTSWS - Customer Service	3				
Second	SELLSKWS - Selling Skills	3	9		Certificates of Completion or Certificates of Participation in Business Studies	
	PUBRELG - Public Relations	3				
	ADVTGEN - Advertising	3				
Third	BRADWS1 - Branding Fundamentals (1-Day WS)	1	10			Certificates of Completion or Certificates of Participation in Business Studies
	BRADWS3 - Branding Fundamentals (3-Day WS)	3				
	BRADGEN - Branding	3				
	MKTGGEN - Marketing	3				

### *Diploma Business Studies*

Completion of ALL Five (5) Courses & Two (5) Workshops (25 Credits)

Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The DIPLOMA will ONLY be awarded after ALL courses & workshops are completed.

Certificates of Participation are awarded to Participants for any course if participants choose not be assessed and evaluated.

*Create like an artist.  
Solve like an engineer.  
Act like an entrepreneur.*

# WRITING & DOCUMENTATION

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## **WRITING & DOCUMENTATION**

### **JNZWS01 Journalizing**

This one (1) -day workshop emphasizes on the purpose & understanding of journalizing and the need for participants to regularly and consistently, preferably daily, write in journals, as this practice develops their writing skills, and remove any chaotic thoughts. The benefits of journalizing can be found in all types of writing, such as, business, academia, broadcast news/reporting, technical and especially creative writing, which has genres: historic, science fiction, drama, horror, mystery, comedy, adventure, and fantasy. The workshop focuses on the language & writing basics, word usage, mechanics re: the accuracy of spelling, proper grammar and punctuation.

### **JNZGEN Journalizing**

This course capitalizes on the information from JNZWS01 Journalizing 1-Day Workshop and focuses on the proper use of words from tips, techniques and mechanics used while writing business, academic, creative, technical and broadcast news styles. It allows participants the opportunity to see the need for journalizing as a fundamental practice for everyday living, since writing is done practically all the time, in all aspects of our lives, whether consciously or unconsciously, even though with the advent of smart and electronic devices that mimic the activity through text messaging, emails, or electronic documentation. Writing remains the fundamental activity for clearing our minds of chaotic thoughts, taking notes for future reference, rejuvenating our thoughts, aspirations and fueling our creativity.

### **CALG101 Calligraphy**

This is an intense but fun-filled practical course that allows participants to learn about the various techniques, styles and types of calligraphic penmanship, using pens, markers, pencils, writing instruments that can provide variations of line thicknesses with each stroke, while creating their own fonts. The focus is on technique and applicability, as oppose to, the generation of completed work. In so doing, they can feel confident in their own creative works of written artistry.

### **BUSWWS5 Business Writing**

This five (5) -Day intensive workshop deals specifically with (1) the types and structure of business correspondence, (2) the tonality, language and word usage, together with (3) formatting and (4) writing styles, for the various writing types for business correspondence. Participants will be exposed to examples of different writing styles to guide their own writing for each type of business correspondence, including emails, letters, notes, agendas, and brief exposure to reports. Reports will be dealt with in PARWS03 Proposals and Reports, a 3-Day Workshop.

**ACADWRT Academic Writing**

This five (5)-Day intensive workshop deals primarily with (1) planning for writing academically, (2) preparing an outline with proper organization of the entire composition, (3) tonality, (4) the language used, (5) the point of view—deductive reasoning, (6) word usage for academic writing, (7) formatting and style, (8) the analytical approach, (9) positionality, all of which in preparation for (10) the final composition. Brief discussions on referencing and the purpose for using borrowed material as part of an original composition will be included. Participants will be given one-on-one guidance throughout the entire workshop to ensure their final work is done to international standards.

**BDCNWRT Broadcast Newswriting**

This five (5) -Day workshop develops participants' knowledge and understanding of the role of broadcast newswriting, and equip them with the requisite skills necessary that are applicable to begin and perhaps develop a career in broadcast newswriting. They will learn through practice, (1) Different forms of media, (2) Technological change within the media, (3) Different writing styles and (4) Writing with the appropriate word usage for broadcasting, (5) Mechanics: writing style & rules, (6) Print vs Broadcast copy, (7) Process of writing news, (8) Writing for television newscasts, (9) Writing the RDR (Reader), (10) Crafting the LEDE & the NUTGRAF and (11) Ethics in broadcast journalism. Participants will also develop an understanding and working knowledge of and practice in (12) Fundamentals of publishing and (13) Publications in broadcasting.

**TWRWS05 Technical Writing**

This five (5) -Day workshop has four (4) main components re: Understanding Technical Communication, (2) Acquiring the Tools for Creating Effective Documents, (3) Developing & Maintaining a Professional Edge, while (4) Producing articles, policies, manuals, specifications, operational guidelines & procedures and promotional brochures. The participant will be given an activity to complete each type of technical document and upon completion, discussions on their approaches with detailed commentary will be made by the facilitator and discussed by all participants for learning to write technically.

**PPWWS03 Professional Proposal Writing**

This three (3) -Day workshop explores the core proposal components, (1) Contemporary cover designs, (2) Powerful word usage and language style, (3) Structure and formatting techniques, (4) Proper use of graphical elements, (5) International standard designs, (6) Producing the proposal and client presentation. The participant will be given guidelines, through intense discussions and several activities throughout the duration of the workshop, all culminating into the final production of a professional proposal.

**PARWS03** Proposals & Reports 3-Day Workshop

This three (3)-Day workshop expands upon similar discussions held for the course PPWWS03 Professional Proposal Writing and further explores the core proposal components of (1) Contemporary artistic front & back cover designs, (2) Relevant & accurate content, (3) Powerful word usage and language style, (4) Structure and formatting techniques, (5) Proper use of graphical elements, (6) Ethical & Legislative Issues, (7) International standard designs, (8) Producing the proposal and client presentation with the inclusion of (9) Writing various types of corporate/business reports such as: status, weekly, monthly, biannually, annual special reports. The participant will be given guidelines, through intense discussions and several activities throughout the duration of the workshop, all culminating into the final production of a proposal and the various types of reports.

**GPROWRT** Grant Proposal Writing

This course is geared toward equipping professionals with the knowledge, skills and competencies required to develop and write grant proposals that may stand a strong chance of receiving funding. It seeks to engage participants in the knowledge of and crafting proposals for grants in a number of projects and programmes. It is designed to provide them with the fundamentals of Proposal Writing in general and the skills required for writing “grant proposals” since this is and of itself a specialist area that should not be done by a regular business writer. The aim is to provide grant seekers with the basic knowledge, skills and techniques required to prepare a standard grant proposal for submission to a financier, as well as, provide participants with practical skills and knowledge to write persuasively using influential words together with accurate formatting to ensure the request for project/programme funds are granted. The focus is crafting accurate proposals using persuasive words, without compromising the integrity of the project/programmed, specifically where finance is the main contributory for success.

**CWRTGEN** Creative Writing

This course is fundamentally designed to provide participants with the key components of creating stories, with very brief discussion on writing poems, which will be dealt with in full detail in the POET101 Writing Poetry course, as well as, a brief discussion on writing novels, which will be dealt with in the NOVLWRT Writing Novels course. This course, however, prepares participants for becoming better writers in general, since creative writing sets the standard for all other writing types, be it academic, technical, business, or broadcast newswriting. It encourages an avenue for participants to explore their creative headspaces through the written word, producing prose and missives that best suits any situation in the process of communication. It touches on all aspects of creative writing, fiction in general and seeks to introduce writing from a creative perspective in areas such as: mystery, adventure, fantasy, historic, science fiction, and drama. Generally, it focuses on fictitious prose—the creation of a short story, which can be further developed into a full-fledge novel, a poem and the different



types of poems will be attempted. The course ventures into areas of writing from an explicit nature, using images, imagery, pictures, movies and everyday dialogue as inspiration for participants' writing that can be associated with their own experiences or circumstances; instances where they can gain practical skills when engaging in any writing process. Structure, with reference to story plots, word usage, dialogues, voice, ideas, creative landscape, character creation and development, and view point to develop short stories will be addressed. Some hints and tips will also be included towards the end of the course.



**POET101 Writing Poetry**

This course focuses on all the components of writing a full poem, such as: (1) Creating an intense emotional experience, (2) Drawing attention to something true, (3) Bringing poetry into life, (4) Keeping a poetic journal, (5) Subject, tone and narrative, (6) Tuning into language, and (7) The art of interpretation, while (8) Exploring the types of poems, with reference to open-form poetry and working with traditional forms of verse, with explanations on the terminology used for describing poetry in general. The course also exposes participants to examples of poems, from the masters and novices.

**NOVLWRT Writing Novels**

This intense course completed over several weeks, capitalizes on the discussions held during the CRTWRT Creative Writing course, since all the topics covered will be brought to the fore but with reference to writing a novel that will be publish-ready. Participants will be exposed to tips and techniques for writing their novels that carry their own voices, unique but in keeping within the creative genre of their choice, towards mastering their craft. They will be exploring key modules such as: research, the creative landscape, character profiling & character mapping, perspective or POV, events, scenes, acts and plots, book and chapter synopses, word usage, creating and using dialogue, creating a book framework with cover designs, and finally writing the novel that will ensure they thoroughly understand the processes. The course is brought to an end with techniques of editing their manuscript and the rudiments of publishing to become a full-fledge author—novelist.

**NFBWRT Writing Nonfiction Books**

This intense course completed over several weeks, capitalizes on the discussions held during the NOVLWRT Writing Novels course, since all the topics covered will be brought to the fore but with reference to writing non-fictional books such as memoirs, autobiographies, biographies, textbooks, inspirational and self-help books that will be publish-ready. Participants will be exposed to tips and techniques for writing their non-fiction books using their own voices, unique but in keeping within the specific genre of their choice, towards mastering their craft. They will be exploring key modules such as: research, the creative landscape, character profiling & character mapping, perspective or POV, events, scenes, acts and plots, book and chapter synopses, word usage, creating and using dialogue, creating a book framework with cover designs, and finally writing the non-fiction book that will ensure they thoroughly understand the processes. The course is

brought to an end with techniques of editing their manuscript and the rudiments of publishing to become a full-fledge author.

**BKPROD W Book Production**

This one (1) day intensive workshop deals primarily with producing fiction & non-fiction books that can be self-published without the hassle of a professional self-publisher, eliminating the costs incurred through this route. The workshop highlights key components such as: the Language Basics, Front & Back Cover Designs, Copyrights & Publishers Page, Contents Page, Preface and Foreword, Author's Note, Dedication, Prologue Paragraphs, Chapter Styles, the use of Dialogue within the book contents, Epilogue, Acknowledgements, Referencing & In-text Citations, Bibliography and the rudiments of Indexing. Various book examples will be used as reference to bring an in-dept understanding of the requirements.

**PRODOC W Professional Documentation**

This three (3)-Day intensive workshop highlight the formulation and formatting of all types of professional documents that are present within an office environment. It utilizes the discussions held for the BKPROD W Book Production 1-Day Workshop but focuses on the types & usage of Corporate Documentation, the guideless & procedures for Formulating & Formatting, theory and practice of Electronic Word Processing, Keyboard Tips, Functionality & Maneuverability of Word Processing and Publication Professionalism.

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## Diploma of Applied Arts Writing & Documentation

Certificate & Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Diploma of Applied Arts Writing & Documentation*

These cluster courses are designed for all participants who want to take their secondary and tertiary level studies further, perhaps being enrolled in a recognized Transnational Bachelor of Arts and/or Master of Art's Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD
First	JNZWS01 - Journalizing (1-Day WS)	1	10	Certificated of Completion or Certificated of Participation in Writing & Documentation
	JNZGEN - Journalizing	3		
	CALG101 - Calligraphy	3		
	BUSWWS5 - Business Writing	3		
Second	ACADWRT - Academic Writing	3	12	
	BDCNWRT - Broadcast Newswriting	3		
	TWRWS05 - Technical Writing (WS)	3		
	PPWWS03 - Professional Proposal Writing (WS)	3		
Third	PARWS03 - Proposals & Reports (WS)	3	9	
	GPROWRT - Grant Proposal Writing	3		
	PRODOCW - Professional Documentation ((WS)	3		
Fourth	CWRTGEN - Creative Writing	3	13	
	POET101 - Writing Poetry	3		
	NOVLWRT - Writing Novels	3		
	NFBWRT - Writing Nonfiction Books	3		
	BKPRODW - Book Production (WS)	1		

### *Diploma of Applied Arts Writing & Documentation*

Completion of ALL Eleven (11) Certificate Courses & Seven (7) Workshops (44 Credits)

Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The DIPLOMA will ONLY be awarded after ALL courses and workshops are completed.

Certificates of Participation are awarded to Participants for any course if participants choose not be assessed and evaluated.

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

# PERSONAL DEVELOPMENT

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

*Studies*

## PERSONAL DEVELOPMENT

**IMGMTWS** Image Management  
 This intensive three (3)- Day Workshop covers topics that are somewhat rarely talked about in business, but highlighted in the entertainment and fashion industries. Therefore, taking several pages from the “proverbial industrial books”, in an effort not to reinvent the wheel, the areas being discussed with detail explanations are categorized under seven (7) broad headings: (1) PHYSICAL PERSPECTIVES with Facial, Dental (Oral) Factors, Body, Hair, Hands & Feet—topics that are absolutely relevant in the business fraternity. (2) FASHION & STYLE with Business/Corporate, Casual, Sporty/Street, Couture/Formal Structure & Fit, Matching Colour, Tone & Shade, being the major highlights to be discussed. Without trying too hard, the importance of smell key to maintaining any kind of relationship. (3) FRAGRANCES, with Brands, Price vs. Value, Scents (Types) will be discussed. Other categories that are important are: (4) OVERALL HYGIENE, (5) NUTRITION (Diet), (6) POSTURE & PRESENCE and to close the discussions, (7) PERCEPTION VS. ILLUSION will be covered.

**EQWS101** Emotional Intelligence (Individuals)  
 This intensive One (1) – Day workshop deals with Self-Awareness, Self-Management, Social-Awareness and Relationship Management, the four areas individuals need to understand, and master to become emotionally intelligent. In so doing, there are strategies to deal with a range of human emotions derived from five (5) core feelings 1) Happiness 2) Sadness 3) Anger 4) Fear and 5) Shame, which will be dealt with, along with knowing the triggers and emotional hijackings, is mandatory to bring a level of impact of Emotional Intelligence, affecting individuals, groups and organizations alike. Daily practice for personal and social change of these strategies will make significant improvement in the way we interact with others. The workshop deals with a test to determine the level of emotional intelligence, which will be the grounding for all other discussions.

**EQWS105** Emotional Intelligence (Corp. & Individuals)  
 This five (5) -Day Workshop Capitalizing from the One (1) Day workshop EQWS101, this intensive workshop goes deeper and even further into the full understanding of the areas covered by sizing up the whole person, managing your emotions, understanding the four skills, digging in with crafting an Intelligence Action Plan, the EO Strategies, Understanding Empathy, Creating EO Relationships and discussing ten (10) ways to improve your emotional intelligence.

**EMOTIONS**

**PUBSPWS Public Speaking**

This five (5) -Day Workshop is predominantly a practical engagement between the tutor and the students and is designed to provide them with the fundamentals of Public Speaking and the skills required to present in different forums. The aim is to provide participants with practical skills and knowledge to express themselves clearly, with confidence and power in a variety of speaking situations. The focus is crafting appropriate speeches (to a lesser extent) and presenting (to a greater extent) the written speeches using visual aids, electronic presentation software etc. in a manner that reflects confidence with proper articulation, diction and tonality and not rely heavily on the visual aids or electronic presentations. Additionally, a heavy component of the course is an understanding of the tools used and techniques applied for speech writing and the effective delivery of the speeches to different audiences with confidence, poise and articulation.

**PRESSKW Presentation Skills**

This three (3) Day Workshop is best done in collaboration with the PUBSPWS Public Speaking 5-Day Workshop. It addresses Using Language, Delivery, Using Visual Aids, Presenting to Inform, Persuade & Entertain all based on speeches writing for public speaking.

**CVRWS01 Curriculum Vitaé & Resume**

This one (1) day workshop is a full-fledge practical session with discussions on the differences between curriculum vitae and resumes, where participants will learn the structure, key words to use for employment and academic consideration towards gaining selection for an interview. There are several styles for design that fall under traditional and contemporary, however, the goal is to ensure the content is internationally recognized, therefore the standards will be brought to the fore.

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**



## Advance Certificate Personal Development Studies

Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Advance Certificate Personal Development Studies*

These cluster workshops are designed for all participants who want to take their tertiary level studies further, perhaps in conjunction with other certificates/diplomas to be enrolled in a recognized Transnational Associate Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD
First	IMGMTWS - Image Management	1	5	Certificates of Completion or Certificates of Participation in Personal Development
	EQWS101 - Emotional Intelligence (Ind.)	1		
	EQWS105 - Emotional Intelligence (Cp. & Ind.)	3		
Second	PUBSPWS - Public Speaking	3	7	
	PRESSKW - Presentation Skills	3		
	CVRWS01 - Curriculum Vitaé & Resume	1		

### *Advance Certificate Personal Development Studies*

Completion of ALL Six (6) Workshops (12 Credits)

Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The Advance Certificate will ONLY be awarded after all courses and workshops are completed.

Certificates of Participation are awarded to Participants for any course if participants choose not to be assessed and evaluated.

### *Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

# EDUCATION *Studies*

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**





Andragogy: A Sheppie Approach to Ault Learning” and “Critical Pedagogy”, will also be discussed in some detail.

**Module C – Student- Tutor/Lecturer Relationship (1/2 Day)**

This module focuses on the need for strong relationships between the tutor and his/her students and highlights the key areas to foster success in learning inside and outside the classroom, towards lifelong learning. Lifelong learning is dealt with in detail in Module F, which speaks to the various philosophies that are brought to the fore in enabling such relationships. The student-tutor/lecturer relationship holds the key to adult learning, according to the Sheppie Approach to Relationships in Adult Education, who supports writers such as A. Klem and J. Connell from Harvard Graduate School on this very important area. These writers among others will be referred to in addressing the need for student-tutor relationships, which are necessary for students to remain engaged in learning and overall achievement.

**Module D – Professionalism & Leadership in Adult Ed. (1 Day)**

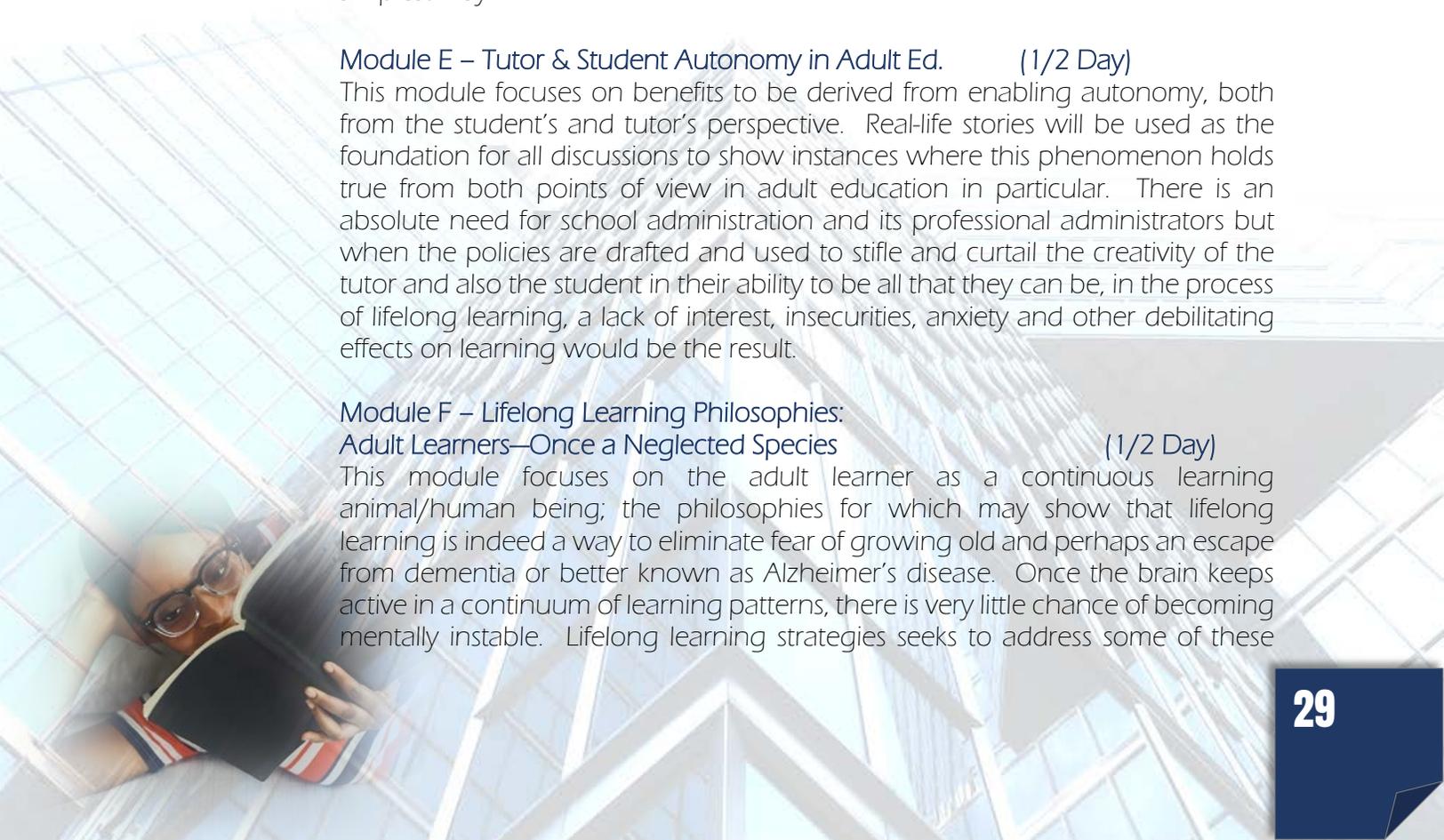
This module focuses on tutors as leaders and leaders as teachers, bringing to bear a level of professionalism that is sometimes not present with some tutors in the classroom; especially tutor-apprentices. Newly appointed tutors lack, in most instances, the experience of classroom management and rely heavily on their own experiences to resolve conflict, address dilemmas and overall control of the student body. Inevitably, they fail to empower, support and guide students who may have deficiencies in behaviour, morals and ethics, which breaks down the student-tutor relationship that is heavily highlighted in Module C. Writers such as, J. Darias and others refer in their arguments to teachers as leaders in the simplest way.

**Module E – Tutor & Student Autonomy in Adult Ed. (1/2 Day)**

This module focuses on benefits to be derived from enabling autonomy, both from the student’s and tutor’s perspective. Real-life stories will be used as the foundation for all discussions to show instances where this phenomenon holds true from both points of view in adult education in particular. There is an absolute need for school administration and its professional administrators but when the policies are drafted and used to stifle and curtail the creativity of the tutor and also the student in their ability to be all that they can be, in the process of lifelong learning, a lack of interest, insecurities, anxiety and other debilitating effects on learning would be the result.

**Module F – Lifelong Learning Philosophies: Adult Learners—Once a Neglected Species (1/2 Day)**

This module focuses on the adult learner as a continuous learning animal/human being; the philosophies for which may show that lifelong learning is indeed a way to eliminate fear of growing old and perhaps an escape from dementia or better known as Alzheimer’s disease. Once the brain keeps active in a continuum of learning patterns, there is very little chance of becoming mentally instable. Lifelong learning strategies seeks to address some of these



ailments, which can be brought to the fore, by linking the way information is transferred - “tutored”, to gaining new and innovative ways of learning for sustainability. The “Human Life Span Ladder of Lifelong Learning” conceptualized by the author will be discussed in detail, showing linkages to distinguish writers and theorists in the field.

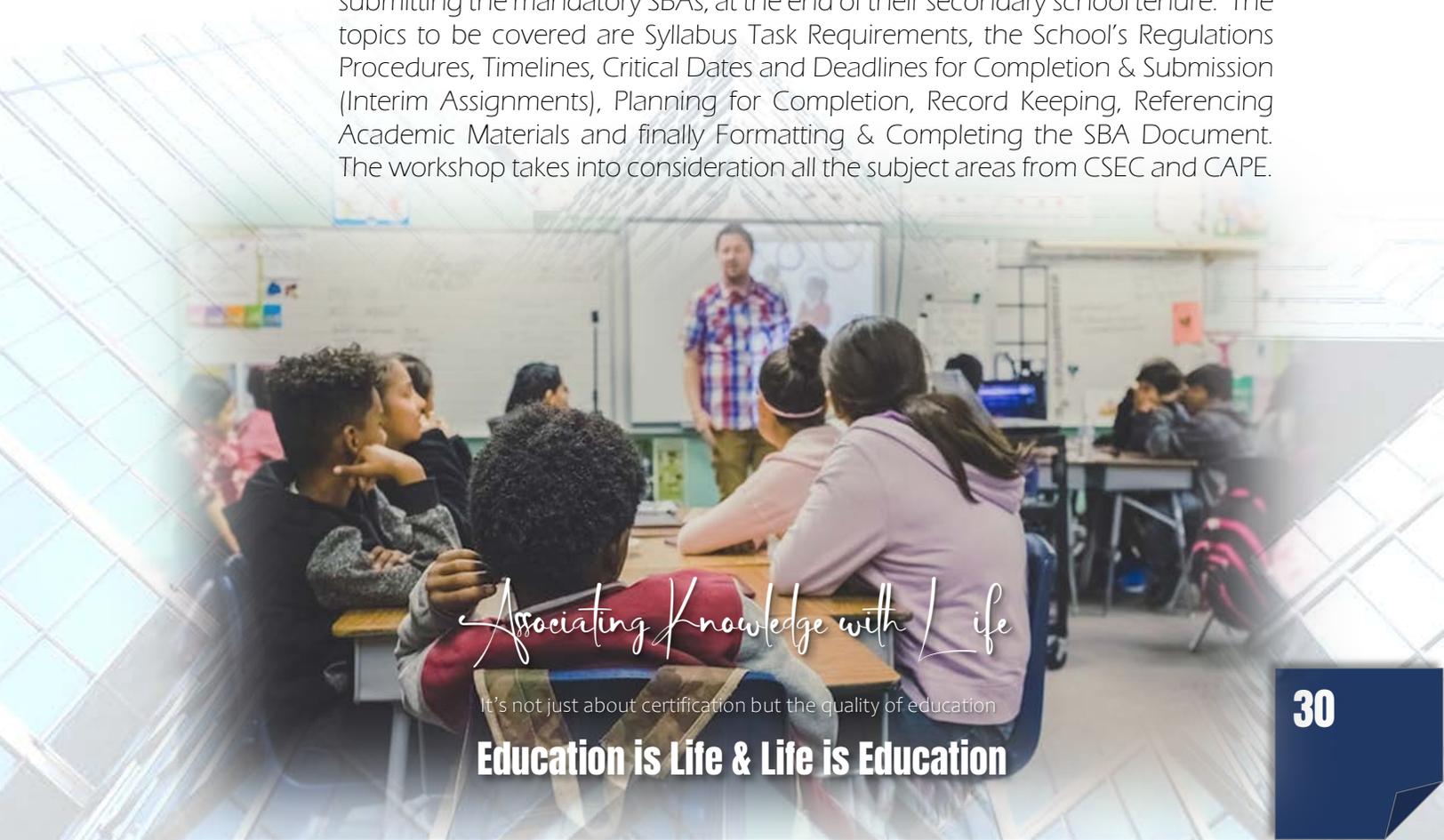
**Module G – Assessment Design & Preparation (1 Day)**

This module focuses on simple, yet effective ways of preparing continuous assessments for adult learners within any given course of study. The use of traditional assessments such as: “multiple-choice”, “true or false”, “research questioning”, “short-answer”, “matching”, “case study”, “oral-presentation”, “open-book”, among other more contemporary, computer-based assessments such as: “e-presentations”, “on-line questions” and “simulation software projects” will be addressed in work-shop discussions. Participants will be asked to bring with them their own approach of designing and preparing assessments for their past and current classes. Rubrics and Marking Criteria formations will also form part of the workshop exercise in a brain-storming-type discussion process.

After each module an evaluation/assessment exercise is given to ensure what was covered is understood and can be applied in some form within the participant’s professional practice. The end of Module G, gives way for an overall three-hour (3-hour) evaluation/assessment for which will be graded and certificates awarded to indicate the successful completion of the course of study.

**SBAWS03 School Based Assessment 3-Day Workshop**

This three (3) Day workshop is more of a talk-shop with participants airing their concerns on behalf of their beloved children, who are the ones that are submitting the mandatory SBAs, at the end of their secondary school tenure. The topics to be covered are Syllabus Task Requirements, the School’s Regulations Procedures, Timelines, Critical Dates and Deadlines for Completion & Submission (Interim Assignments), Planning for Completion, Record Keeping, Referencing Academic Materials and finally Formatting & Completing the SBA Document. The workshop takes into consideration all the subject areas from CSEC and CAPE.



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## Advance Certificate Education Studies

Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Advance Certificate Education Studies*

These cluster workshops are designed for all participants who want to take their tertiary level educational studies further, perhaps in conjunction with other certificates/diplomas to be enrolled in a recognized Transnational Bachelor's or Master's Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD
First	TTRWS01 - Teacher Training 1-D Workshop	2	15	Certificates of Completion or Certificates of Participation in Education
	TTRWS05 - Teacher Training 5-D Workshop	10		
	SBAWS03 - School Based Assessment	3		
<i>Advance Certificate Education Studies</i>				
Completion of ALL Three (3) Workshops (15 Credits)				
Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The Advance Certificate will ONLY be awarded after ALL subject areas are completed.				
Certificates of Participation are awarded to Participants for any course if participants choose not be assessed and evaluated.				

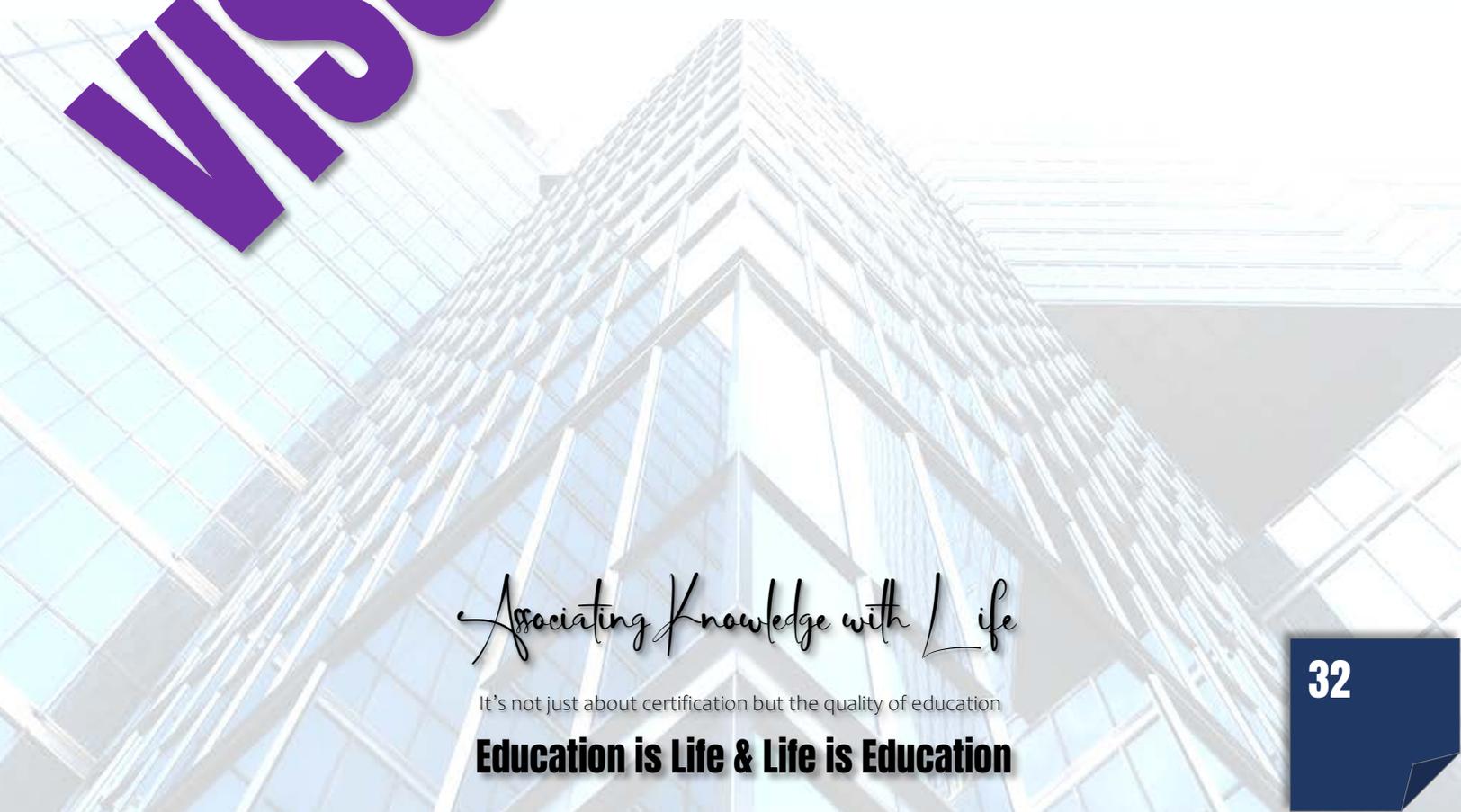
### *Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**



# VISUAL ARTS



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## **VISUAL ARTS**

### **VISAGEN Visual Arts**

This highly practical course with full participatory involvement and one-on-one guidance from the tutor, embraces the concerns of all participants' individual needs, recognizing that each person would have their own approach to visual artistry, whether beginner, skilled or advance levels and focuses on sketching, drawing, illustrating and painting. Sketching & Drawing and Painting, each has its own course and should therefore be pursued, if these specific areas are where the participant needs more attention. However, the Visual Arts course combines all the areas and has highlighted the following areas that will be addressed during the course's offering. These areas are: Becoming & Being a Visual Artist (Theory), Tools & Equipment (Theory), Tips & Techniques (Theory & Practical applications using Graphite, Charcoal & Coloured Pencils, Chalk & Oil Pastels, Pens & Markers with various nib Sizes, and Oil & Acrylic Paints. The course also includes, the Drawing, Sketching, and Illustrating components that focuses on shading using various pencil thicknesses, as well as, Painting Objects, Human Forms, Plants, Animals, Landscapes, Seascapes, Building, etc.—all practical sessions. Participants will also be exposed to theoretical discussions on Colour Psychology, Mixing Colours for Hues, Shades & Tones—a more practical aspect of the course. The Creating various types of Compositions and their framing for visual impact will be shown and discussed. At the close of the course, an in-dept discussion on Visual Arts Exhibitions and considerations for Business, together with Pricing and Selling all Art Pieces will be the topics for debate.

### **PAINTGEN Painting Techniques**

This practical course allows participants at the beginner, skilled or advanced levels, the opportunity to learn more, reaching them at whatever level they wish to embark upon. The topics covered are Becoming & Being a Painter, Tools & Equipment, Tips & Techniques, Colour Psychology, Mixing Colours, Painting Methods, Composition Framing, and Exhibitions. The course also looks at pricing and selling paintings.

### **SKDWGEN Sketching & Drawing Techniques**

This practical course allows participants at the beginner, skilled or advanced levels, the opportunity to learn more, reaching them at whatever level they wish to embark upon. The topics covered are Tools & Equipment, Tips & Techniques, Sketching, Shading & Toning using Pencils, whether Graphite, coloured or charcoal, Pens & Markers with various nib sizes, Pastels, either oil or chalk, preparing the medium and framing when completed. The course also looks at pricing and selling art pieces.

## Advance Certificate Visual Arts

Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Advance Certificate Visual Arts*

These cluster workshops are designed for all participants who want to take their tertiary level visual arts studies further, perhaps in conjunction with other certificates/diplomas to be enrolled in a recognized Transnational Bachelor’s or Master’s Degree Programme.

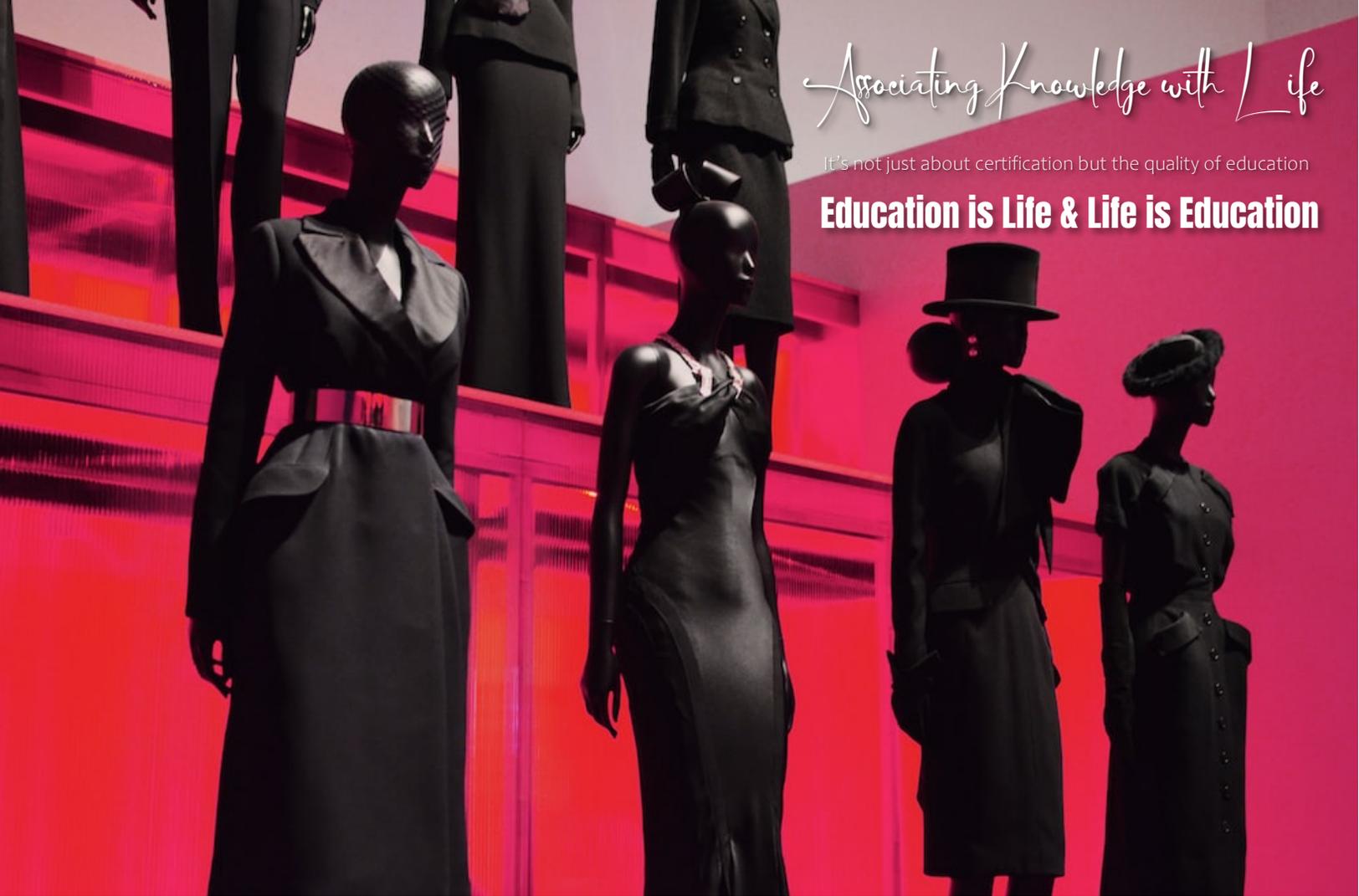
#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD
First	VISAGEN - Visual Arts	9	15	Certificates of Completion or Certificates of Participation in Visual Arts
	PAINTGEN - Painting Techniques	3		
	SKDWGEN - Sketching & Drawing Techniques	3		
<i>Advance Certificate Visual Arts</i>				
Completion of ALL Three (3) Courses (15 Credits)				
Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The Advance Certificate will ONLY be awarded after all subject areas are completed.				
Certificates of Participation are awarded to Participants for any course if participants choose not be assessed and evaluated.				

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

# FASHION

*Design and Illustration*

*Studies*

## **FASHION DESIGN & ILLUSTRATION STUDIES**

### **FILLGEN Fashion Illustration**

This course is a practical one but has lecturing sessions that are informative to participants. The topics covered are Fashion Figure Proportions, Basic Figure Forms, Model Drawing (Practical), Fashion Heads (Practical), Garments & Garment Details (Practical), Drawing Flats & Specs using Basic & High-End Rendering Techniques, Knits, Design Focus & Layout, as well as, Drawing Men & Children Accessories. The completion of this course would guarantee participants the skills required for illustrating ALL aspects of fashion and to consider having their illustrations as exhibitory pieces for sale as American Fashion Designer Christian Siriano does with his illustrations.

### **FTHYGEN Fashion Design Theory**

This is a highly theoretical course that brings the practical aspects of fashion into full discussions and touches on the Principles of Fashion, the Principles of Fashion Design & Aesthetics, Fashion Designing Essentials, Fashion Producers, Colour Psychology, Colour Harmonies & Application, Designing Clothing, Sewing, Stitching & Feeding, Cutting, Marking & Pressing, Pattern Making & Draping, Tools & Equipment, Fabric / Textiles, Decorative Items, Body Measurements, Garment Fitting, Merchandising & Promotion and Fashion Laws



*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## **Advance Certificate** Fashion Design & Illustration Studies

Workshops clusters offered individually at the RetXed Education Academy as shown in the table that follows, provide participants the opportunity to be awarded the . . .

### *Advance Certificate Fashion Design & Illustration Studies*

These cluster workshops are designed for all participants who want to take their tertiary level applied arts studies further, perhaps in conjunction with other certificates/diplomas to be enrolled in a recognized Transnational Bachelor's or Master's Degree Programme.

#### PROPOSED SCHEDULE – School Year 2023-2024

SEMESTER CLUSTERS	COURSE CODE & TITLES	CREDITS	TOTAL CREDITS	AWARD
First	FILLGEN - Fashion Illustration	6	12	Certificates of Completion or Certificates of Participation in Fashion Design & Illustration
	FTHYGEN - Fashion Design Theory	6		
<i>Advance Certificate Fashion Design &amp; Illustration Studies</i>				
Completion of both courses twelve (12) Credits				
Certificates of Completion are awarded to Participants for any course once the assessment and evaluation criteria are fulfilled. The Advance Certificate will ONLY be awarded with both courses are completed.				
Certificates of Participation are awarded to Participants for any course if participants choose not be assessed and evaluated.				

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

# Degree Programmes

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

## Associate of Applied Arts Degree Business Mgmt.

The Associate of Arts Degree in Business Management is a culmination of or combination of (1) the Diploma in Management & Corporate Studies, (2) the Diploma in Business Studies, (3) the Diploma of Applied Arts in Writing & Documentation and (4) the Advance Certificate in Personal Development. Participants are awarded this degree if they have completed ALL requisite courses, diplomas, advance certificates and workshops, attaining the number of credits as prescribed. Consequently, the Associate of Applied Arts Degree in Business Management comprises of Twenty-Four (24) Courses and Fifteen (15) Workshops. Pre-requisites will apply for some courses. The degree will ONLY be awarded upon completion of ALL subject areas.

No.	COURSE TITLES	CREDITS
1	MGMTGEN - Management	3
2	SPVMGMT - Supervisory Management	3
3	HRSMGMT - Human Resource Management	3
4	ORGBHVR - Organizational Behaviour	3
5	KNMGMT5 - Knowledge Management (5-Day Workshop)	3
6	KNMGMTA - Knowledge Management	3
7	OACMGMT - Quality Management	3
8	PRODMGT - Production & Op. Management	3
9	PROJMGT - Project Management	3
10	INFOTEC - Information Technology	3
11	MINFOSYS - Management Information Systems	3
12	POLDSGN - Policy Design	3
13	BUSSWS1 - Business Start-Ups (1-Day Workshop)	1
14	ENTPGEN - Entrepreneurship	3
15	CUSTSWS - Customer Service (3-Day Workshop)	3
16	SELLSKWS - Selling Skills (3-Day Workshop)	3
17	PUBRELG - Public Relations	3
18	ADVTGEN - Advertising	3
19	BRADWS1 - Branding Fundamentals (1 Day Work Shop)	1
20	BRADWS3 - Branding Fundamentals (5-Day Work Shop)	3
21	BRADGEN – Branding (Theory)	3
22	MKTGGEN – Marketing	3

No.	COURSE TITLES	CREDITS
23	IMGMTWS - Image Management	1
24	EOWS101 - Emotional Intelligence (Individual) (1-Day Workshop)	1
25	EOWS105 - Emotional Intelligence (Corporate) (5-Day Workshop)	3
26	PUBSPWS - Public Speaking	3
27	PRESSKW - Presentation Skills	3
28	CVRWS01 - Curriculum Vitaé & Resume (1-Day Workshop)	1
29	JNZWS01 - Journalizing (1-Day Workshop)	1
30	JNZGEN – Journalizing (Theory)	3
31	BUSWWS5 - Business Writing (5-Day Workshop)	3
32	ACADWRT - Academic Writing	3
33	TWRWS05 - Technical Writing ((3-Day Workshop)	3
34	PPWWS03 - Professional Proposal Writing (3-Day Workshop)	3
35	PARWS03 - Proposals & Reports (3-Day Work Shop)	3
36	GPROWRT - Grant Proposal Writing	3
37	PRODOCW - Professional Documentation	3
38	BKPROD W - Book Production (1-Day Workshop)	1
39	Project – Strategic Business Plan & Presentation	8
<b>TOTAL Number of Credits</b>		<b>108</b>

**NOTE**

These courses are primarily offered and geared towards persons who have challenges within their current academic programmes from other educational institutions and wish to gain a well-grounded education and seek additional insights into other professional, academic and personal areas for the enhancement and advancement of their respective careers.

## **Bachelors of Applied Arts Degree** Business Mgmt.

**T**he Bachelors of Applied Arts Degree in Business Management is a culmination of or combination of (1) the Diploma in Management & Corporate Studies, (2) the Diploma in Business Studies, (3) the Diploma of Applied Arts in Writing & Documentation and (4) the Advance Certificate in Personal Development in addition to the COMMSK Communication Skills, TMGMTSK Time Management Skills, RESMTGEN Research Methods courses and the RESPRED Dissertation. Participants are awarded this degree if they have completed ALL requisite courses, workshops, diplomas and the associate degree, attaining the number of credits as prescribed. Pre-requisites will apply for some courses. The degree will ONLY be awarded upon completion of ALL subject areas including the following:

		Credits
COMMSK	Communication Skills This course focuses on the fundamental skills and practices of Communicating in a Business Organization. The participant will be exploring the skills required in dialogue/conversation with persons, whether face-to-face speaking or using the telephone; the written word—manually or the use of electronic devices (smartphones, tablets, or personal computers). Public Speaking, Speech Writing and Professional Presentations forms part of the discourse	6
TMGMTSK	Time Management Skills This course focuses on the fundamental aspects of time management and the skills required for students to be proficient in managing time on a daily basis, particularly with the inclusion of academics to their normal day-to-day life routine without being overwhelmed, since managing your time is key for proper business acumen.	6
RESMTGEN	Research Methods (Skills & Applications) This advance course provides the participant with the knowledge of research—methodologies, methods and critical analysis in specific areas to complete an academic dissertation that is worthy for publishing, the main parts of which can be included in a scholarly article or journal. Participants will also be encouraged to explore an area of choice that would be used as preparatory for their dissertation.	6
RESPRED	Dissertation (Preparation & Production) Research Areas Participants are required to do complete a dissertation in one of the five areas in a maximum of eighteen (18) months. A selection of one topic for the dissertation from the following five (5) areas: 1. Corporate Governance 2. Human Capital Development 3. Crisis Management in a Contemporary Organization 4. Entrepreneurship & New Venture Management 5. Marketing & Branding a New / an Old Business Corporation	10
<b>TOTAL Number of Credits</b>		<b>136</b>

RET XED  EDUCATION  
A C A D E M Y

*Associating Knowledge with Life*

It's not just about certification but the quality of education

**Education is Life & Life is Education**

RET XED  PUBLISHING

Copyright © 2023. All Rights Reserved

RetXed House  
19 Eighth Street East, Montague Avenue,  
TRINCITY. TACARIGUA 340826  
Republic of Trinidad and Tobago W.I.