How do I register for Co-Curricular Courses offered at MSIT Academy and Faculty of Science & Technology?

"You can register for Co-curricular Courses any time during your undergraduate programme.
Year 1—Semester 1 students can only register for COCR 1030 Technology Literacy."

Step 1:

Consult the COCR booklet link and decide which COCR course (s) you would like to do at:

http://sta.uwi.edu/cocurricular/documents/NEWcocurricular2013-14Finalbooklet-WEB.pdf

Step 2:

Some courses are repeated throughout the week. You need to choose the CRN that is most appropriate to your class schedule.

Determine the CRN for your chosen course (s):
Take note of the course registration number (CRN), which will be needed for registration process Step(5), by going to:

http://www2.sta.uwi.edu/timetable

OR perform a class search on Banner.

 PS:- **Online** versions of COCR 1025-1029 are available to students in Semesters 1 & 2.

Step 3:

Log-in to the student portal:
1. Go to http://my.uwi.edu
2. Select St. Augustine, Trinidad and Tobago
3. Enter Student ID & Password
4. Click Login

Step 4:

Go to mySecureArea:
Select the **mySecureArea** icon from the Launch Pad.

Step 5:

Select Student Services and Financial Aid>
Registration> Registration Map and Guide.
Select the current semester.
Perform a Class Search by selecting the COCR Subject and entering the Course Number.

If a Registration Add Error is displayed, you have exceeded your credit limit (15). If you wish to continue with your registration for our course (s) you need to request a Faculty Override.

Step 6:

Check your registration status.
Be sure to check back regularly to verify your registration.

Future Ready Skills
The Microsoft IT Academy provides students with the future ready technology skills they need to be successful in their career.

Microsoft Office 2013 and Technology Literacy Co-curricular courses

We give you the tools to Succeed ...

Are you ready ?

Microsoft IT Academy

Microsoft Office Specialist (MOS)
Microsoft Office 2013

A Microsoft Office Specialist **(MOS)** certification helps validate proficiency in using Microsoft Office 2013 and meets the demand for the most up-to-date skills on the latest Microsoft technologies. Candidates who pass a certification exam show that they can meet globally recognized performance standards.

Technology Literacy is for students without basic technology skills. After successful completion, it can be used as a pre-requisite for any of our Microsoft Office 2013 courses.

Why get certified?

Earning a Microsoft Office Specialist certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your advanced skills, and result in higher earning potential. Microsoft Office Specialist certification can also lead to increased job satisfaction. Research indicates that certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Office programs, but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

Students can choose one or more of the following courses:

Course Code	Course Title	Credits
COCR 1025	Microsoft Office Word 2013	2
COCR 1026	Microsoft Office Excel 2013	2
COCR 1027	Microsoft Office PowerPoint 2013	2
COCR 1028	Microsoft Office Outlook 2013	2
COCR 1029	Microsoft Office Access 2013	2
COCR 1030	Technology Literacy	3

Rules & Guidelines

1. Each of the above courses will be offered to Undergraduate (UG) students in both **Semesters 1 and 2**, **except for new students in Semester 1 for COCR 1025 to COCR 1029**.

2. You must complete a minimum of three (3) credits in order to earn credits as Co-curricular. Only three (3) credits (not more, not less) can count as level one (1) credits towards your degree.

3. You may complete one (1) or more of these courses throughout your Undergraduate academic life at UWI.

4. Upon successful completion of the online examination for any Microsoft Office 2013 course, you will receive an official, internationally recognized certificate from Microsoft reflecting the qualification.

Rules & Guidelines cont'd

5. Students registered for any of our Microsoft Office Specialist (MOS) timetabled courses must attend regularly timetabled lab sessions held at the LRC East & West Labs, U.W.I., St. Augustine of which 75% attendance is mandatory.

6. Student registered for fully online classes must contact the MSIT Academy after registration.

 See contact information below.

Semester 1 or 2:
Courses are available in both semesters.

For further information visit the following websites:
http://sta.uwi.edu/msitacademy/
http://sta.uwi.edu/cocurricular/index.asp

Contact:
Tel: 662-2002 Ext 82440 / 83229 / 83222
Email: Mcrosoft.ITAcademy@sta.uwi.edu

Microsoft Office 2013 & Technology Literacy Co-Curricular Courses