



CIPRIANI COLLEGE
OF LABOUR AND CO-OPERATIVE STUDIES

CO-OPERATIVE STUDIES

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Welcome Message

Co-operative Studies

Welcome to the Co-operative Studies Department (CSD) at CCLCS. Our vision is to provide innovative and multi-disciplinary training relevant to those involved in the Co-operative and Credit Union Movements, and to all others desirous of starting their own business or simply wanting to learn something new. We do this through an integrated approach to learning, supported by practical experiences. As a student of the department, you will be exposed to new information that will help shape your experience both as an active co-operator and as someone interested in the subject matter. You are encouraged to fully immerse yourself in this educational experience as this field of co-operatives unfolds holistically. Your commitment to learning in this area of study will boost your confidence in handling matters related to co-operatives, and will shape your mind towards the growth, sustainability and future of the Movement.

Mr. Colin Bartholomew, who has been actively involved in the co-operative movement for over 25 years, leads the department. He holds a BSc in Economics and Human Resource Management, and an MBA with Innovation and Entrepreneurship specialization. Further, he is a certified trainer with the International Labour Organization's (ILO) Start and Improve Your Business (SIYB) Programme. Mr. Bartholomew also played a vital role in the development of the Cabinet-approved National Policy for Co-operatives and the attainment of membership by the College with the International Co-operative Business Education Consortium (ICBEC), and serves as a member of the Working Committee of the ICBEC.

Insight into the management of co-operatives, both financial and non-financial, is provided in all co-operative studies courses. Through these courses, foundational tools and perspectives to improve efficiency and effectiveness in co-operative service are provided. The department offers the Bachelor of Arts (BA), Associate of Arts, (AA), and Certificate in Credit Union Management (CCUM). Our programmes are accredited by the Accreditation Council of Trinidad and Tobago (ACTT) and are supported by the International Co-operative Business Educators Consortium (ICBEC). Highly competent sector experts, who all remain at the cutting edge of co-operative development, deliver all modules.

Programme Description

The vision of the Co-operative Studies programme is to promote excellence in the field of Co-operatives. It is geared towards preparing students for professional and managerial employment in related fields. The programme encourages students to pursue higher academic learning.

Certificates and Diplomas

The CCLCS offers the following:

1. **Accelerated Practitioner's Certificate:** A fast track 12-credit certificate in 15 weeks where credits earned are transferrable to the bachelor's programme.
2. **The Certificate programme** offers applicants a competency-based foundation to be able to operate in the world of work. The credits earned are transferrable to the Bachelor's degree programme at any time.
3. **The Diploma programme** offers graduates an intermediate competency-based insight with dedicated outcomes in diverse environments set at the individual, community and regional levels. The credits earned are transferrable to the Bachelor's degree programme at any time
4. **The Associate degree programme** offers graduates the cutting-edge skills that allow for effective functioning in the field. The credits earned are transferrable to the Bachelor's degree programme at any time.
5. **The Bachelor's degree programme** offers graduates business, technical and knowledge-based skills. This degree is ideally suited for all stakeholders where applicants can start at any level (Certificate, Diploma, Associate or Bachelors).

PROGRAMME STRUCTURE -The BA Co-operative Studies is 119 credits, 3 ½ years full time or 4 ½ years part time and is comprised of the following modules;

General Education – 27 credits

COM 101 Fundamentals of Communication

ENG 110 Fundamentals of Writing

LOG 120 Critical Thinking

CIS 100 Introduction to Computer Information Systems

MAT 100 Mathematics

RES 100 Research Methods and Statistics

SOC 100 Introduction to Sociology

SPN 100 Introduction to Spanish/Any other foreign language offered by the College

RES 300 Research Methods II

Supporting Courses – 18 credits

ACC 100 Introduction to Accounting

LBS 200 Fundamental Principles of Labour Law

ECN 210 Interpreting Economic and Financial Data

ECN 100 Introduction to Economics

MAR 110 Principles of Marketing

CIS 300 Strategic Information Technology for 21st Century Business

Core Courses - 59 credits

COS 110 Co-operative Law and Principles

COS 120 Co-operative Organization Operations

COS 130 History and Development of the Co-operative Movement

MGT 201 Financial Management

MGT 300 Strategic Management and Leadership for Co-operatives

*COS 350 Internship

COS 460 Research Paper/Project

COS 380 Ethics in Decision Making in Co-operatives

COS 410 Co-operative approach to Human Resource Management

COS 420 Current Issues in the Co-operative Movement

ACC 210 Principles of Auditing

COS 430 Co-operative Entrepreneurship and Innovation

ACC 300 Managerial Accounting

COS 310 Co-operative Extension and Local Development

COS 255 Student Co-operative Project/Business Simulation

COS 277 Volunteerism in the Co-operative Movement

COS 440 Principles of Anti-Money Laundering and the Counter Financing of Terrorism
(AML/CFT)

COS 299 Workshops, Conferences and Seminars

*Students who have completed COS 250 Internship in the Associate Degree will be exempted from COS 350 in the Bachelor's Degree Programme.

5 Electives – 15 credits (Chosen from any department)

PROGRAMME STRUCTURE -The Associate of Arts (AA) Co-operative Studies is 62 credits, 2½ years full time or 3½ years part time and is comprised of the following modules;

General Education – 21 credits

COM 101 Fundamentals of Communication

ENG 110 Fundamentals of Writing 6

LOG 120 Critical Thinking

MAT 100 Mathematics

RES 100 Research Methods and Statistics

SOC 100 Introduction to Sociology

CIS 100 Introduction to Computer Information Systems

Supporting Courses – 12 credits

ECN 100 Introduction to Economics

MAR 110 Principles of Marketing

ACC 100 Introduction to Accounting

LBS 200 Fundamental Principles of Labour Law

Core Courses - 29 credits

ACC 210 Principles of Auditing

COS 110 Co-operative Law and Principles

COS 120 Co-operative Organization and Operations

COS 310 Co-operative Extension and Local Development

COS 250 Internship*

COS 255 Student Co-operative Project/Business Simulation

COS 277 Volunteerism in the Co-operative Movement

COS 299 Seminars, Workshops and Conferences

MGT 201 Financial Management

COS 130 History and Development of the Co-operative Movement

*An internship will be required for those who do not have any work experience in the field. Students who have working experience will be granted an exemption from COS 250. However, they will be required to submit written proof of their working experience.

PROGRAMME STRUCTURE -The Certificate Co-operative Studies is 18 credits, 1 year in duration and is comprised of the following modules;

Semester 1 – 9 credits

ACC 220 Credit Union Accounting

COM101 Fundamentals of Communication

COS 165 History/ Development & Operations of the Credit Union Movement

Semester 2 – 9 credits

COS 150 Credit Union Management: Principles & Practices

COS220 Business Law & Credit Unions

MGT150 Basic Principles of Money Management & Securities

PROGRAMME STRUCTURE -Accelerated Practitioner Certification

Certificate in Credit Union Member Services and Operations

COS 120- Co-operative Organization and Operations

COS 165- History/Development and Operations of the Credit Union Movement

Mar 110- Principles of Marketing

Contemporary Credit Union Business Operations:

Workshops:

Principles and Practices

Membership Marketing

Member Service Excellence

Certificate in Co-operative Leadership, Strategy and Management

COS 120- Co-operative Organization and Operations

MGT 300- Strategic Management and Leadership for Co-operatives

COS 420- Current Issues in the Co-operative Movement

Workshops:

Contemporary Business Operations”

Principles and Practices

Policy Development for Co-operatives

Strategic Leadership and Decision Making

Contact information

Mr. Colin Bartholomew

Co-operative Studies, Programme Dean

Cipriani College of Labour and Co-operative Studies

Churchill Roosevelt Highway, Valsayn

609 3064 ext 213

cooponline@cclcs.edu.tt