



GARD CENTER list of courses for 2026

HORTICULTURE LEVEL 1 COURSE

Course Information

- Duration: 16 Weeks (July – November)
- Days: Tuesdays & Thursdays
- Time: 5:00 p.m. – 7:30 p.m.
- Location: GARD Center
- Registration Fee: \$150 (Non-Refundable)
- Course Fee: \$600 (Payment Plans Available)

Registration is ongoing.

OFFICE ADMINISTRATION WITH CUSTOMER SERVICE

Course Content

- Office Procedures
- Introduction to Customer Service
- Key Elements of Customer Service
- Business Communication
- Interpersonal and Communication Skills
- Time and Stress Management
- Professional Correspondence (Email and Telephone Etiquette)



- Information and Communication Technology (ICT)
- Remedial Mathematics and English
- Life Skills
- Resume Writing
- Professional Dress Day
- Mock Interviews
- Internship Opportunity

INTERMEDIATE SEWING COURSE

Course Content

- Layout, fitting, and pattern adjustment
- Fabric cutting for garment construction
- Taking body measurements
- Garment lining and finishing techniques
- Setting and sewing sleeves
- Making side and patch pockets
- Sewing basic shirts, blouses, and skirts
- Inserting invisible zippers (back or side seam)
- Sewing buttonholes and related techniques

Course Information

- Duration: 6 Weeks



- Days: Mondays & Wednesdays
- Time: 6:00 p.m. – 8:00 p.m.
- Location: Ottos Access Centre
- Registration Fee: \$150 (Non-Refundable)
- Course Fee: \$600

BEGINNERS SEWING COURSE

Course Content

- Machine care (maintenance and proper use)
- Sewing terms
- How to sew a seam
- Various stitches
- Threading a sewing machine and winding a bobbin
- Understanding the appropriate needle and thread for different types of fabric
- Making cushions, cushion covers, curtains, reusable shopping bags, and more

Course Information

Same as the Intermediate Sewing Course

- Duration: 6 Weeks
- Days: Mondays & Wednesdays
- Time: 6:00 p.m. – 8:00 p.m.



- Location: Ottos Access Centre
- Registration Fee: \$150 (Non-Refundable)
- Course Fee: \$600

CLIMATE SMART AGRICULTURE AND HYDROPONICS MANAGEMENT

Course Content

- Agribusiness
- Backyard Gardening
- Crop Production
- Good Agricultural Practices (GAP)
- Hydroponics
- Integrated Pest Management (IPM)
- Post-Harvest Technology (Fresh Vegetables)
- Seedling Management
- Vermiculture
- Business Enterprise
- Costing and Pricing
- Packaging and Labelling
- Intellectual Property Management

Course Information

- Duration: 12 Weeks



- Days: Tuesdays & Thursdays
- Time: 5:00 p.m. – 7:30 p.m.
- Location: GARD Center
- Registration Fee: \$150
- Course Fee: Sponsored

ENTREPRENEURSHIP COURSE

Course Content

- The Entrepreneurial Mindset
- The Entrepreneurship Process
- Employee Management
- Creativity and Innovation
- Preparing and Presenting a Business Plan
- Marketing Products and Services in the 21st Century
- Costing and Pricing
- Packaging and Labelling
- Intellectual Property Management

Course Information

- Duration: 12 Weeks
- Days: Mondays & Wednesdays
- Time: 5:00 p.m. – 7:30 p.m.



- Location: Ottos Access Centre
- Registration Fee: \$100 (Non-Refundable)
- Course Fee: \$600 (Payment Plan Available)

SOAP CRAFTING COURSE

Course Content

- Basic chemistry of soap making
- Soap crafting techniques
- Production of locally made soaps using natural resources
- Packaging and label design for marketing
- Business Enterprise
- Costing and Pricing
- Intellectual Property Management

Note: An exhibition will be held to showcase soaps produced during the course.

Course Information

- Duration: 6 Weeks
- Days: Mondays & Wednesdays
- Time: 5:00 p.m. – 7:30 p.m.
- Location: GARD Center
- Registration Fee: \$150 (Non-Refundable)
- Course Fee: \$600 (Payment Plan Available)



BASIC BAKING, DECORATING & FOOD PREPARATION

Course Content

- Sanitation and Hygiene
- Fundamentals of Pastry and Cake Making
- Cake Decorating, Icing, and Ganache
- Remedial Mathematics
- Remedial English
- Life Skills
- Information Technology
- Resume Writing
- Mock Interviews
- Business Enterprise
- Professional Dress Day
- Guest Speakers
- Field Tours

Course Information

- Duration: 12 Weeks
- Days: Monday – Thursday
- Time: 9:00 a.m. – 3:30 p.m.
- Location: GARD Center
- Registration Fee: \$150 (Non-Refundable)



- Course Fee: \$1,500 (Payment Plan Available)

REGISTRATION & CONTACT INFORMATION

Registration: Ongoing

- Register online: www.gardc.org
- Or visit the main office

Location:

East of Pares Village, Mercers Creek, Antigua

Contact:

- Tel: (268) 463-4121
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- Email: admin@gardc.org
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