OUR VISION
To be the region’s premier tertiary teaching and learning institute for globally recognised and industry relevant education and training.

OUR MISSION
To deliver industry-relevant tertiary education and training, using a learner centric approach, with staff, facilities and courseware of the highest quality, in the transformation of our human resource into the region’s most valuable natural resource.

OUR PRIMARY OBJECTIVE
To transform our students into innovative, ethical and creative lifelong learners, with a drive for excellence, and a passion for challenges, matched only by a desire to enrich their communities.

OUR CORPORATE MANTRA
At SBCS we have but one overarching goal, which is to deliver:
An excellent service to our students,
At a profit if we can,
At a loss if we must,
But always excellence!

OUR QUALITY POLICY
SBCS is committed to serving our students by striving to ensure that we continuously select and deliver world class programmes that are relevant to the needs of local industry, and can produce graduates who add real value to their organisations, be it locally or globally.

The voice of our students is the key driver of all our activities. Continuous improvement at SBCS will always be rooted in sincere efforts to ensure that student evaluations are frequent, comprehensive, and that action plans based on these evaluations, are executed in a timely, efficient and decisive manner. Additionally, we strive to ensure that the collaborative arrangements with partner institutions are deep and engaging through continuous interaction with both academic and administrative staff with the aim of always improving the quality of the service we deliver.

Finally SBCS holds itself accountable to the people of Trinidad and Tobago by ensuring that we are always in compliance with the rules and regulations that apply to the provision of quality higher education.
The Corporate Training Centre
SBCS’ Corporate Training Centre (CTC) is responsible for all Professional Development courses and seminars delivered on-campus or off-site.

CTC also oversees the delivery of Project Management programmes, including those approved by PMI® (Project Management Institute) Inc.

Our areas of training include:
- Accounting
- Business Communication
- Entrepreneurship
- Health & Safety
- Human Resource Management
- Marketing, Communications & Media
- Office Administration
- Procurement & Supply
- Project Management
- Supervisory Management
- Team Building Seminars
- Training & Development

We offer customised training to meet your specific needs: course content, contact hours, scheduling and venue.

Over the years we have successfully trained various companies and individuals, and strive to continue our service to our clients.

We offer:
- Training programmes tailored to suit your needs;
- Qualified professional facilitators with industry relevant experience;
- Short courses starting at twelve (12) contact hours;
- Classes on site at your premises, or at any of our four (4) campuses;
- Official course material;
- A dynamic learning environment using state-of-the-art Multimedia;
- Practical training for hands-on experience;
- An informed team of professionals to assist in meeting your needs.

Details on new and updated courses are continually being added to our portfolio. Find us online at: www.sbcs.edu.tt/ctc.
TABLE OF CONTENTS

DIPLOMA IN SOFT SKILLS

PROFESSIONAL DEVELOPMENT COURSES:
SHORT COURSES & CORPORATE EVENING

Accounting
- A Practical Approach to Payroll & Budgeting 8
- A Practical Approach to Taxation (Personal & Business) 8
- Finance for Non-Finance Professionals 8

Administration
- The Professional Certificate in Office Administration 8
- Managing Work & Time (Developing Checklists & Tasklists) 8

Business Communication/Languages
- Effective Business Communication (Writing & Speaking) 9
- Effective Business Writing for Professionals 9
- Effective Business Writing (Seminar) 9

Entrepreneurship
- A Practical Approach to Starting your Own Business - Entrepreneurship 101 9

General Management, Customer Service & Team Building Skills
- Professional Customer Service Training - Maximising Customer Satisfaction 10

Health, Safety & Security Training
- A Practical Approach to Risk Assessment & Management (OSHE) 10
- Facilities Management - Building Services Maintenance 10
- Facilities Management - Building Services Maintenance - Seminar 10
- OSH ACT Awareness and Implementation Workshop 10
- OSHA - General Industry (TT OSH ACT) Training 10
- OSHA - Construction Industry (TT OSH ACT) Training 10

Human Resource Management & Trainer Development
- Psychology & Emotional Intelligence for Business Professionals 11
- The Professional Certificate in Human Resource Management 11
- Train the Trainer with Emotional Intelligence 11

Marketing/Public Relations
- A Professional Certificate in Digital Marketing 12
- A Professional Certificate in Digital Marketing (Seminar) 12
- A Professional Certificate in Sales & Marketing 12
- Advertising and Promotion (Seminar) 12
- Event Management for Business Professionals 12
- Mastering Public Speaking and Presentations using PowerPoint 12
- Protocol & Etiquette for Business Professionals 12
- Public Relations and Corporate Communications 12
- Sales and Marketing Intensive (Seminar) 12

Purchasing & Supply Management
- Bid Evaluation Essentials - Part 1 13
- Bid Evaluation Essentials - Part 2 13
- Contract Management for Business & Technical Professionals 13
- Inventory & Warehouse Management for Business Professionals 13
- Logistics Management for Business Professionals 13
- Purchasing with Business Ethics for Business Professionals 13

Supervisory Management
- High Performance Teams Workshop (Seminar) 14
- Leadership & Coaching Skills for Business Professionals (Seminar) 14
- The Professional Certificate in Supervisory Management 14
- Supervisory Management Workshop (Seminar) 14

Project Management Training
- Project Management for Business Professionals 16
- CAPM® Intermediate Module 17
- PMP® Certification 17

MEDIA

ALUMNI SHORT COURSES

SBCS is an affiliate of a number of universities, professional associations and corporations to deliver a number of programmes throughout the region.
Diploma in Soft Skills
DIPLOMA IN SOFT SKILLS

Getting Work Ready, inclusive of Mock Interview, Career Guidance and Job Search
CF  27-Jan-15  28-Jan-15  Tue/Wed  9:00 - 4:00
Contact Hours: 12
Cost: $1650

Applied IT Training (MS Word, Excel, PowerPoint, Outlook, Project)
CF  7-Feb-15  28-Mar-15  Sat  3:30 - 6:30
Contact Hours: 24
Cost: $2500

Networking, Collaboration and Teamwork for Professionals
CF  26-Feb-15  26-Feb-15  Thu  9:00 - 4:00
Contact Hours: 6
Cost: $1200

Being a Professional - Developing and Managing Your Reputation
CF  4-Mar-15  5-Mar-15  Wed/Thu  9:00 - 4:00
Contact Hours: 12
Cost: $1650

Business Process Mapping, Analysis, Re-engineering and Quality Management
CF  25-Mar-15  29-Apr-15  Wed  5:30 - 8:30
Contact Hours: 18
Cost: $2450

Managing Work and Time (Developing Checklists and Task Lists)
CF  26-Mar-15  26-Mar-15  Thu  9:00 - 4:00
Contact Hours: 6
Cost: $1200

Project Management for Business Professionals
CF  23-Apr-15  25-Apr-15  Thu/Fri/Sat  9:00 - 4:00
Contact Hours: 18
Cost: $2400

Effective Writing, Speaking and Critical Reading for Business Professionals (includes resume writing)
CF  27-Apr-15  1-Jun-15  Mon  5:30 - 8:30
Contact Hours: 18
Cost: $1950

A Practical Approach to Statistics and Probability for Business Professionals (for the non-mathematically inclined)
CF  1-May-15  8-May-15  Fri  9:00 - 4:00
Contact Hours: 12
Cost: $1650

Image Management, Business Etiquette & Customer Service
CF  6-Jun-15  4-Jul-15  Sat  1:00 - 4:00
Contact Hours: 15
Cost: $1950

Critical Thinking and Problem Solving for Business Professionals
CF  7-Jun-15  21-Jun-15  Sun  9:00 - 4:00
Contact Hours: 18
Cost: $1950

Leadership Skills
CF  28-Jun-15  5-Jul-15  Sun  9:00 - 4:00
Contact Hours: 12
Cost: $1650
Professional Development Courses
ACCOUNTING

A Practical Approach to Payroll & Budgeting

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A Practical Approach to Taxation (Personal and Business)

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Finance for Non-Finance Professionals

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ADMINISTRATION

The Professional Certificate in Office Administration

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The Professional Certificate in Office Administration (Seminar)*

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Managing Work & Time - Developing Checklists and Task Lists (Seminar)*

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*Includes mid-morning snack, lunch and course material
**BUSINESS COMMUNICATION**

**Effective Business Communication (Writing & Speaking)**

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**Effective Business Writing for Professionals**

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**Effective Business Writing (Seminar)**

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**ENTREPRENEURSHIP**

**A Practical Approach to Starting your Own Business - Entrepreneurship 101**

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*Includes mid-morning snack, lunch and course material*
GENERAL MANAGEMENT, CUSTOMER SERVICE & TEAM BUILDING SKILLS

Professional Customer Service Training
- Maximising Customer Satisfaction

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Contact Hours: 18
Cost: $1650

HEALTH, SAFETY & SECURITY TRAINING

A Practical Approach to Risk Assessment & Management (OSHE)

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Contact Hours: 30
Cost: $2250

Facilities Management - Building Services Maintenance

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Cost: $2650

Facilities Management - Building Services Maintenance (Seminar)*

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Cost: $2650

OSH Act Awareness and Implementation Workshop (Seminar)*

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Contact Hours: 18
Cost: $2650

OSHA - Construction Industry (TT OSH ACT) Training

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Contact Hours: 30
Cost: $2250

OSHA - General Industry (TT OSH ACT) Training

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Contact Hours: 30
Cost: $2250

*Includes mid-morning snack, lunch and course material
# HUMAN RESOURCE MANAGEMENT & TRAINER DEVELOPMENT

## Psychology & Emotional Intelligence for Business Professionals

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## The Professional Certificate in Human Resource Management

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## Train the Trainer with Emotional Intelligence (Seminar)*

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<tr>
<td>SF</td>
<td>27-Aug-15</td>
<td>29-Aug-15</td>
<td>Thu/</td>
<td>9:00 - 3:00</td>
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<tr>
<td>CF</td>
<td>8-Oct-15</td>
<td>10-Oct-15</td>
<td>Thu/Fri/Sat</td>
<td>9:00 - 4:00</td>
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</table>

*Includes mid-morning snack, lunch and course material
## MARKETING/PUBLIC RELATIONS

### A Professional Certificate in Digital Marketing
- **CF**
  - 21-Mar-15 to 2-May-15
  - Sat
  - 1:00 - 5:00
  - **Contact Hours:** 24
  - **Cost:** $2450
- **CF**
  - 1-Oct-15 to 19-Nov-15
  - Thu
  - 5:30 - 8:30

### A Professional Certificate in Digital Marketing (Seminar)*
- **POS**
  - 27-Jan-15 to 29-Jan-15
  - Tue/Wed/Thu
  - 9:00 - 4:00
  - **Contact Hours:** 18
  - **Cost:** $2650
- **POS**
  - 21-Jul-15 to 23-Jul-15
  - Tue/Wed/Thu
  - 9:00 - 4:00

### A Professional Certificate in Sales & Marketing
- **CF**
  - 13-Apr-15 to 1-Jun-15
  - Mon
  - 5:30 - 8:30
  - **Contact Hours:** 24
  - **Cost:** $2450
- **SF**
  - 28-Apr-15 to 21-May-15
  - Tue/Thu
  - 5:30 - 8:30
- **CF**
  - 5-Sep-15 to 24-Oct-15
  - Sat
  - 1:00 - 4:00

### Advertising and Promotion (Seminar)*
- **POS**
  - 5-May-15 to 7-May-15
  - Tue/Wed/Thu
  - 9:00 - 4:00
  - **Contact Hours:** 24
  - **Cost:** $2650
- **POS**
  - 8-Sep-15 to 10-Sep-15
  - Tue/Wed/Thu
  - 9:00 - 4:00

### Event Management for Business Professionals
- **SF**
  - 21-Mar-15 to 23-May-15
  - Sat
  - 8:00 - 12:00
  - **Contact Hours:** 30
  - **Cost:** $2750

### Mastering Public Speaking and Presentations using PowerPoint
- **POS**
  - 6-Jun-15 to 25-Jul-15
  - Sat
  - 9:00 - 12:00
  - **Contact Hours:** 24
  - **Cost:** $2250

### Mastering Public Speaking and Presentations using PowerPoint (Seminar)*
- **POS**
  - 21-Apr-15 to 23-Apr-15
  - Tue/Wed/Thu
  - 9:00 - 4:00
  - **Contact Hours:** 18
  - **Cost:** $2650
- **POS**
  - Tue/Wed/Thu
  - 9:00 - 4:00

### Protocol & Etiquette for Business Professionals
- **CF**
  - 2-May-15 to 16-May-15
  - Sat
  - 9:00 - 4:00
  - **Contact Hours:** 18
  - **Cost:** $2650
- **SF**
  - 15-Aug-15 to 12-Sep-15
  - Sat
  - 9:00 - 3:00

### Public Relations and Corporate Communications
- **POS**
  - 7-Mar-15 to 2-May-15
  - Sat
  - 1:00 - 4:00
  - **Contact Hours:** 24
  - **Cost:** $2450
- **CF**
  - 5-May-15 to 23-Jun-15
  - Tue
  - 5:30 - 8:30
- **POS**
  - 3-Oct-15 to 28-Nov-15
  - Sat
  - 1:00 - 4:00

### Sales and Marketing Intensive (Seminar)*
- **POS**
  - 14-Apr-15 to 15-Apr-15
  - Tue/Wed
  - 9:00 - 4:00
  - **Contact Hours:** 12
  - **Cost:** $2250
- **POS**
  - 14-Jul-15 to 15-Jul-15
  - Tue/Wed
  - 9:00 - 4:00

---

*Includes mid-morning snack, lunch and course material
**PURCHASING & SUPPLY MANAGEMENT**

**Bid Evaluation Essentials - Part 1 (Seminar)**

| CF | 8-May-15 | 8-May-15 | Fri | 9:00 - 4:00 | Contact Hours: 6  
Cost: $2250 |
| --- | --- | --- | --- | --- | --- |

**Bid Evaluation Essentials - Part 2 (Seminar)**

| CF | 22-May-15 | 22-May-15 | Fri | 9:00 - 4:00 | Contact Hours: 6  
Cost: $2250 |
| --- | --- | --- | --- | --- | --- |

**Contract Management for Business & Technical Professionals**

| CF | 6-Jun-15 | 13-Jun-15 | Sat | 9:00 - 4:00 | Contact Hours: 12  
Cost: $2450 |
| --- | --- | --- | --- | --- | --- |

**Inventory & Warehouse Management for Business Professionals**

| CF | 7-Mar-15 | 18-Apr-15 | Sat | 2:00 - 5:00 | Contact Hours: 18  
Cost: $1850 |
| SF | 15-Apr-15 | 20-May-15 | Wed | 5:30 - 8:30 | --- |
| TR | 1-Sep-15 | 6-Oct-15 | Tue | 5:30 - 8:30 | --- |
| CF | 8-Sep-15 | 13-Oct-15 | Thu | 5:30 - 8:30 | --- |
| SF | 15-Sep-15 | 20-Oct-15 | Tue | 5:30 - 8:30 | --- |

**Inventory & Warehouse Management for Business Professionals (Seminar)**

| POS | 26-May-15 | 28-May-15 | Tue/Wed/Thu | 9:00 - 4:00 | Contact Hours: 18  
Cost: $2650 |
| --- | --- | --- | --- | --- | --- |

**Logistics Management for Business Professionals**

| SF | 19-Mar-15 | 23-Apr-15 | Thu | 5:30 - 8:30 | Contact Hours: 18  
Cost: $1850 |
| TR | 30-Apr-15 | 11-Jun-15 | Thu | 5:30 - 8:30 | --- |
| CF | 29-Jun-15 | 3-Aug-15 | Mon | 5:30 - 8:30 | --- |
| SF | 17-Sep-15 | 29-Oct-15 | Thur | 5:30 - 8:30 | --- |
| TR | 4-Oct-15 | 9-Nov-15 | Mon | 5:30 - 8:30 | --- |
| CF | 10-Oct-15 | 14-Nov-15 | Sat | 2:00 - 5:00 | --- |

**Logistics Management for Business Professionals (Seminar)**

| POS | 30-Jun-15 | 2-Jul-15 | Tue/Wed/Thu | 9:00 - 4:00 | Contact Hours: 18  
Cost: $2650 |
| --- | --- | --- | --- | --- | --- |

**Purchasing with Business Ethics for Business Professionals**

| CF | 26-Jan-15 | 9-Mar-15 | Mon | 5:30 - 8:30 | Contact Hours: 18  
Cost: $1850 |
| TR | 8-Apr-15 | 13-May-15 | Wed | 5:30 - 8:30 | --- |
| SF | 8-Jun-15 | 13-Jul-15 | Mon | 5:30 - 8:30 | --- |
| CF | 3-Nov-15 | 8-Dec-15 | Tue | 5:30 - 8:30 | --- |

**Purchasing with Business Ethics for Business Professionals (Seminar)**

| POS | 4-Aug-15 | 6-Aug-15 | Tue/Wed/Thu | 9:00 - 4:00 | Contact Hours: 18  
Cost: $2650 |
| --- | --- | --- | --- | --- | --- |

*Includes mid-morning snack, lunch and course material*
# SUPERVISORY MANAGEMENT TRAINING

**High Performance Teams Workshop (Seminar)**

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<td>17-Apr-15</td>
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Contact Hours: 6  
Cost: $1950

**Leadership & Coaching Skills for Business Professionals (Seminar)**

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<td>12-Jun-15</td>
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Contact Hours: 6  
Cost: $1500

**The Professional Certificate in Supervisory Management**

<table>
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<td>16-May-15</td>
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<td>9-Jun-15</td>
<td>Tue</td>
<td>5:30 - 8:30</td>
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<td>Sun</td>
<td>8:30 - 1:30</td>
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<td>6-Jun-15</td>
<td>25-Jul-15</td>
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<td>24-Aug-15</td>
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<td>16-Jul-15</td>
<td>17-Sep-15</td>
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<td>6-Sep-15</td>
<td>11-Oct-15</td>
<td>Sun</td>
<td>8:30 - 1:30</td>
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<tr>
<td>TR</td>
<td>12-Sep-15</td>
<td>14-Nov-15</td>
<td>Sat</td>
<td>9:00 - 12:00</td>
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<tr>
<td>SF</td>
<td>17-Sep-15</td>
<td>26-Nov-15</td>
<td>Thu</td>
<td>5:30 - 8:30</td>
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Contact Hours: 30  
Cost: $2250

**Supervisory Management Workshop (Seminar)**

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<td>POS</td>
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<td>25-Jun-15</td>
<td>Wed/Thu</td>
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<tr>
<td>CF</td>
<td>29-Oct-15</td>
<td>30-Oct-15</td>
<td>Thu/Frid</td>
<td>9:00 - 4:00</td>
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Contact Hours: 12  
Cost: $2250

*Includes mid-morning snack, lunch and course material*
Project Management
## Project Management for Business Professionals

| Day | Start | End | Duration | Course Type | Dates
|-----|-------|-----|----------|-------------|--------|
| CF  | 24-Jan-15 | 28-Feb-15 | Sat | 2:00 - 6:00 | Contact Hours: 24 | Cost: $2250
| SF  | 24-Jan-15 | 28-Feb-15 | Sat | 2:00 - 6:00 | |
| TR  | 26-Jan-15 | 23-Mar-15 | Mon | 5:30 - 8:30 | |
| CF  | 25-Feb-15 | 15-Apr-15 | Wed | 5:30 - 8:30 | |
| POS | 28-Feb-15 | 25-Apr-15 | Sat | 9:00 - 12:00 | |
| SF  | 7-Mar-15 | 18-Apr-15 | Sat | 8:30 - 12:30 | |
| CF  | 25-Apr-15 | 6-Jun-15 | Sat | 2:00 - 6:00 | |
| TR  | 2-May-15 | 13-Jun-15 | Sat | 2:00 - 6:00 | |
| TR  | 1-Jun-15 | 20-Jul-15 | Mon | 5:30 - 8:30 | |
| CF  | 7-Jun-15 | 12-Jul-15 | Sun | 9:00 - 1:00 | |
| CF  | 27-Jun-15 | 8-Aug-15 | Sat | 2:00 - 6:00 | |
| SF  | 27-Jun-15 | 8-Aug-15 | Sat | 8:30 - 12:30 | |
| CF  | 26-Jul-15 | 30-Aug-15 | Sun | 9:00 - 1:00 | |
| CF  | 12-Aug-15 | 30-Sep-15 | Wed | 5:30 - 8:30 | |
| CF  | 27-Aug-15 | 22-Oct-15 | Thu | 5:30 - 8:30 | |
| SF  | 5-Sep-15 | 3-Oct-15 | Sat | 8:30 - 12:30 | |
| TR  | 5-Sep-15 | 10-Oct-15 | Sat | 2:00 - 6:00 | |
| POS | 5-Sep-15 | 24-Oct-15 | Sat | 9:00 - 12:00 | |
| CF  | 10-Oct-15 | 14-Nov-15 | Sat | 2:00 - 6:00 | |
| TR  | 24-Oct-15 | 28-Nov-15 | Sat | 2:00 - 6:00 | |

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### Project Management for Business Professionals (Seminar)

<table>
<thead>
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*Includes mid-morning snack, lunch and course material*
# CAPM® Intermediate Module

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<td>21-Nov-15</td>
<td>Sat</td>
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**Contact Hours:** 30  
**Cost:** $2750

# PMP® Certification

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<td>8-Nov-15</td>
<td>Sun</td>
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**Contact Hours:** 48  
**Cost:** $5200
PMP® and CAPM® PAPER-BASED TESTING (PBT) SCHEDULE FOR 2015

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<th>Site Code</th>
<th>Group Testing Number</th>
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- To apply for the CAPM® certification, go to their online system and click Login / Register: http://www.pmi.org/en/Certification/Certified-Associate-in-Project-Management-CAPM.aspx
- To apply for the PMP® certification, go to their online system and click Login / Register: http://www.pmi.org/Certification/Project-Management-Professional-PMP.aspx
- PMI USA provides you with the exact location and time of each exam after your application/payment process is complete.
- SBCS is not responsible for and cannot be held accountable for candidates submitting applications late.

**PMI Policy Notes:**
Candidates who wish to participate in this event must have their applications reviewed, approved, and payment processed by Payment Deadline Date in order to sit for this event. Candidates who apply within 5 days of deadline date will not be able to participate because of PMI’s policy. All applicants are subjected to a 5 day review period. Candidates should submit their application in a timely fashion for review and approval.

All applications must be approved and payment processed by the deadline date in order for candidates to be able to participate in this event. Candidates not deemed eligible including payment will not be able to participate in this event. No exceptions will be made to these policies.

**NO APPLICATIONS WILL BE PROCESSED OR PAYMENT ACCEPTED AFTER THE STIPULATED CLOSING DATE.**

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<th>Steps to Obtaining Credential</th>
<th>Exam Information</th>
<th>Fees</th>
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<td>Application Process and Multiple Choice Exam</td>
<td>3 hours; 150 questions</td>
<td>USD225.00 (PMI Member) USD300.00 (Non-member)</td>
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The Centre for Media Studies (CMS)
SBCS’ Centre for Media Studies (CMS) is a specialised department operating at the Port of Spain Campus. The CMS focuses on the delivery of Media and Media related courses as well as Seminars in the field of Business and I.T.

CMS’ vision is to be the region’s premier tertiary level institute for globally recognised and industry-relevant education and training in Media and Media related areas, as well as Corporate Business and IT.

CMS’ mission is to create an immersive learning experience for our students by delivering an excellent service, using a learner centric approach with state of the art facilities, equipment and courseware, facilitated by highly qualified and experienced lecturers and staff with a passion for teaching and learning.

The centre has been delivering Media training as well as seminars in Business and IT since 2004. The campus is outfitted with state-of-the-art training rooms and computer labs as well as complete sound and television studios.

The CMS in collaboration with SBCS’ Corporate Training Centre (CTC) also offers customised Media training and seminars on campus or offsite.

Our areas of training include:

**MEDIA**
- Photography
- Video Production
- Video Editing
- After Effects
- Audio Production and Engineering
- Voice Articulation
- Journalism
- Public Speaking & Presentations
- Public Relations
  and Corporate Communications
- Design Essentials

**SEMINARS**
- Office Administration
- Business Communication
- Advertising / Marketing / Sales
- Supervisory Management
- Human Resource Management
- Train the Trainer
- Customer Service
- Project Management
- OSHA
- Procurement and Supply

Details on new and updated courses are continually being added to our portfolio, find us online at: [http://www.sbcsc.edu.tt/subject/area/16](http://www.sbcsc.edu.tt/subject/area/16)

For further information, contact poscms@sbcsc.edu.tt for more details.
MEDIA

A Master’s Course in Digital Photography [*]
- [21-Mar-15 - 23-May-15] Sat 1:00 - 5:00
- [4-Jul-15 - 5-Sep-15] Sat 1:00 - 5:00
- [3-Oct-15 - 28-Nov-15] Sat 1:00 - 5:00

Contact Hours: 36
Cost: $2950

A Master’s Course in Video Editing for PC [**]

Contact Hours: 36
Cost: $2950

A Master’s Course in Video Editing for MAC - NEW [**]
- [5-May-15 - 16-Jun-15] Tue & Thu 5:30 - 8:30

Contact Hours: 36
Cost: $2950

A Master’s Course in Video Production for MAC:
A Complete Guide from Script to Screen - NEW [***]
- [21-Mar-15 - 20-Jun-15] Sat 1:00 - 4:00

Contact Hours: 36
Cost: $3450

A Master’s Course in Video Production for PC:
A Complete Guide from Script to Screen [***]
- [10-Oct-15 - 5-Dec-15] Sat 1:00 - 5:00

Contact Hours: 36
Cost: $3450

Adobe After Effects CS6 Fundamentals for PC [**]
- [6-Jun-15 - 25-Jul-15] Sat 9:00 - 4:00

Contact Hours: 48
Cost: $3450

Adobe After Effects CS6 Fundamentals for MAC - NEW [**]
- [8-Sep-15 - 3-Nov-15] Tue & Thu 5:30 - 8:30

Contact Hours: 48
Cost: $3450

Digital Audio Production and Engineering 101 [****]
- [17-Mar-15 - 30-Apr-15] Tue & Thu 5:30 - 8:30
- [1-Sep-15 - 20-Oct-15] Tue & Thu 5:30 - 8:30

Contact Hours: 42
Cost: $3450

Professional Journalism - Getting it Write [*****]

Contact Hours: 24
Cost: $1750

Voice Articulation: The Art of Vocal Expression
- [18-Apr-15 - 13-Jun-15] Sat 9:00 - 12:00
- [19-Sep-15 - 7-Nov-15] Sat 9:00 - 12:00

Contact Hours: 24
Cost: $1950

PRE-REQUISITES
[1] Any operational digital single lens reflex camera with memory card and lens plus accessories or supporting devices (optional)
[2] Strong knowledge of Computers
[3] Camcorder (Digital or otherwise with USB or Firewire connection)/ Tapes /Ideas for the production of a 10 min film
Alumni Short Courses
## ALUMNI SHORT COURSES

### Digital Marketing
- **TR** 31-Jan-15 31-Jan-15 Sat 2:00 - 5:00

### Stress Management
- **TR** 7-Mar-15 7-Mar-15 Sat 2:00 - 5:00
- **SF** 27-Jun-15 27-Jun-15 Sat 3:00 - 6:00

### Leading Effectively, Five Key Tools
- **SF** 21-Mar-15 21-Mar-15 Sat 3:00 - 6:00

### Conversational Chinese - Introductory
- **TR** 11-Apr-15 11-Apr-15 Sat 2:00 - 5:00

### Reputation Management
- **CF** 16-May-15 16-May-15 Sat 2:00 - 5:00

### Fundamentals of Crisis Management/Communication
- **CF** 13-Jun-15 13-Jun-15 Sat 3:00 - 6:00

### Stress Management
- **SF** 27-Jun-15 27-Jun-15 Sat 3:00 - 6:00

### Critical Thinking
- **CF** 25-Jul-15 25-Jul-15 Sat 3:00 - 6:00
- **SF** 24-Oct-15 24-Oct-15 Sat 3:00 - 6:00

### Negotiating Tips and Techniques
- **TR** 15-Aug-15 15-Aug-15 Sat 2:00 - 5:00

### Developing a Winning Bid or Proposal
- **CF** 26-Sep-15 26-Sep-15 Sat 2:00 - 5:00

### Business Process Re-engineering
- **CF** 25-Oct-15 25-Oct-15 Sun 2:00 - 5:00

### Emotional Intelligence
- **SF** 7-Nov-15 7-Nov-15 Sat 3:00 - 6:00

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Alumni pay no tuition to attend any short course. Only a registration fee of $100.00 is required for signup along with your SBCS Alumni Card.
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