A Great Place to Learn.

Career Guidance Handbook

University and Professional Education Programmes
“The illiterate of the 21st Century are not those who cannot read or write, but those that cannot learn, unlearn and relearn.”

– Alvin Toffler
WELCOME FROM OUR EXECUTIVE DIRECTOR

I am delighted to welcome you to the School of Business and Computer Science Ltd. (SBCS). This booklet has been formulated to provide you with important information about our institution. At SBCS our focus is on delivering an excellent service to our students.

SBCS celebrated its 25th Anniversary on February 13, 2012. This date marked a significant milestone for our institution, and the staff and faculty who dedicate themselves to advancing the careers and lives of our valued students. Our journey began as many great journeys do - on a small scale but with the promise of untold potential. Our first building was located at #3 Santa Cruz Old Road in San Juan, before we relocated to Champs Fleurs in September 1990 - and this has been the flag-ship location which has given birth to three other campuses in Port of Spain, San Fernando and Trincity.

Our focus over the years has been to build and maintain a reputation for high quality teaching at the tertiary level. We acknowledge the support of the students who placed their faith and trust in our institution in those early years when we were virtually unknown. Today, some of these first students have joined the institution, albeit in different capacities, as either lecturers or Managers.

The location at Champs Fleurs allowed our operations to expand and thrive - it provided us with much needed space and our students now had access to a campus that was conveniently located and easily accessible from all the main cities across the island. The flagship campus located at Champs Fleurs today bears little resemblance to the first building that stood at Sagan Drive in 1990. Over the past 23 years we have been expanding, renovating, and perfecting the site to provide the ideal learning eco-system for our students. We are proud nonetheless to acknowledge that it is still a work in progress.

At the turn of the new millennium, three other campuses were opened. In 2003, our Centre for Media Studies was opened on Picton Street in Port of Spain. Three years later, in 2006, our South campus was opened in Cocoyea Village, San Fernando to attend to the needs of the students in the nation’s second largest city. In 2008, the doors to our newest campus were opened at Beaulieu Avenue in Trincity. Each of our four campuses was born out of our drive to create optimal learning environments which appeal to learners from diverse backgrounds. While each campus has its own individual identity and purpose, they are united by a common commitment and share the same vision, mission, primary objective and corporate mantra.

We welcome students regardless of age, as the diversity and relevance of our programmes transcend biological age. If you have a passion for knowledge, an inquisitive mind, and the right attitude, then you will enjoy your stay with us, as we promise to deliver to you an excellent service, at a profit if we can, at a loss if we must, but always excellence.

Dr. Robin Rabindranath Maraj  
Founder & Executive Director
OUR VISION
To be the region’s premier tertiary teaching and learning institute for globally recognized 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.
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SBCS works closely with the above universities, professional associations and corporations to deliver a wide range of programmes throughout the region.
Profile Of SBCS

“SBCS – A great place to learn”

Established in 1987, the School of Business & Computer Science’s flagship campus is strategically located in Champs Fleurs with the advantage of easy access to transportation. Nestled in the foothills of the Northern Range, the tranquil and scenic surroundings provide the ideal environment for the effective delivery of our programmes.

SBCS’ second campus, on the outskirts of Port of Spain, opened its doors for business in May 2003, providing an ideally located training centre for companies and individuals in the capital city and its environs. This campus is also the centre for our Creative Media Production programme and is equipped with complete sound and television studios.
Our third campus was launched in February 2006. This state of the art facility is located in Cocoyea Village, San Fernando. Southern business entities and individuals have traditionally faced challenges in accessing high quality tertiary education and training in the South. It is with this in mind that SBCS decided to take our services to the city and people of San Fernando.

SBCS’ fourth campus was formally opened in September 2008, at the corner of Beaulieu Avenue and Trincity Boulevard in Trincity. A spacious, state of the art facility, this new campus brings to the east the best traditions of quality lecturers, world class programmes, and excellent service that has made SBCS one of the premier providers of private tertiary education.

The underlying philosophy of “quality customer service” permeates all of our campuses.

**Equal Opportunities Statement**

SBCS is a non-denominational, private tertiary learning institution where we do everything in our power to ensure that our students are treated equally regardless of race, gender, disability, marital status or religious belief.
Locations of SBCS campuses:

Where are we located?

53 - 54 Sagan Drive, Champs Fleurs.
46 - 50 Picton Street, Port of Spain.
27 - 31 Fran Street, Cocoyea Village, San Fernando.
Corner Beaulieu Avenue and Trincity Boulevard, Trincity.
Introduction: Choosing a Career

Acta Non Verba – “Action, not words”

One of the most important decisions that you will ever have to make is that of choosing a career. For many of us, this is a difficult and complex decision, as our special skills and talents may not yet have surfaced at the time we are called upon to make this life changing decision. The best advice that can be given on this matter is to choose something that you think you will enjoy doing. Examine yourself closely, determine your strengths and weaknesses and then review the various choices that are available to you.

In many instances you may find that with a little hard work and perseverance, weaknesses can be converted to strengths. History is replete with examples of persons who, despite being weak in one area, went on to achieve greatness in a related or in some instances the same area. A good example is Albert Einstein, who was not the strongest at mathematics in school but became a world class physicist and Nobel laureate.

Success at anything requires hard work, persistence and passion. You must enjoy whatever you decide to do, as you will spend most of your life doing it.

Vincit qui patitur – “He who perseveres, conquers.”

Today’s work environment allows many of the skills and training acquired in one discipline to be transferred over to another. This means that an individual can have more than one career in his or her lifetime. It’s not uncommon to meet Accounting and Finance Professionals who are Chief Executive Officers, Human Resource Professionals who are overseeing Consultancy firms and Engineers who are now Information Technology Professionals and General Managers.

The qualifications offered at SBCS provide you with a core set of skills that are applicable to a variety of areas. This gives you the freedom to later, if you desire, redefine and customize your career path.

The following pages contain important information on the various programmes, courses and qualifications offered at SBCS.

Our qualifications are globally recognized and industry relevant. Success to us is determined by how well our programmes serve you in the working environment. Of course no qualification on its own will bring you success. This elusive prize is mainly determined by how best you use the education and training you have acquired at SBCS to add value in your workplace. Acquiring a qualification of international standing is hard work, however, the very purpose of acquiring the credential is to add value wherever you are and most importantly to make a difference. This requires tremendous but enjoyable effort on your part.

On behalf of everyone at SBCS we wish you a happy life.

Dr. Robin Rabindranath Maraj
Founder & Executive Director
SBCS, a great place to learn and achieve...

Valedictorian
Melanie Waithe
BA (Hons) Media Communications ‘12

Valedictorian
Leo Knights
MSc Occupational Hygiene ‘11

Proud MBA graduate

Kayode James MA (Leicester) graduate with Roger Dickson

Proud MSc graduate from Professor Julie Mennell

BSc graduates striking a pose

MA graduates sitting in style

BSc graduate receiving her certificate
Rafieea Singh
MBA with Distinction 2012

“I wanted an MBA that was world-renowned for its quality course material, but which also provided flexibility through a modular format. The Heriot-Watt University MBA offered by SBCS certainly surpassed my expectations, providing me with a truly challenging but rewarding experience. Supportive lecturers and administration prepared me, as an MBA student, for a future with limitless possibilities; and the professional network established as a result of attending this programme has been an invaluable resource in developing my career.”

Jonathan Felix
HND Media 2009
BA (Hons) Media and Communications 2011

“SBCS gave me more than just qualifications - I got a deeper appreciation and passion for lifelong learning.”
BUSINESS & MEDIA CAREERS:
## ACCOUNTING & FINANCE

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Accounting and Finance</th>
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<tbody>
<tr>
<td>Description</td>
<td>Accounting is core to the success of a company. If there are faults with the management and control of the company’s financial systems, it will fail. Accounting and Financial professionals are responsible for designing, developing, maintaining and enhancing the financial systems of the organisation.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | • FIA – Foundations in Accountancy Introductory Certificate  
• FIA – Foundations in Accountancy Intermediate Certificate  
• FIA – Foundations in Accountancy Diploma  
• ACCA – The Association of Chartered Certified Accountants - The Premier UK and regional qualification for Accountants and Chief Financial Officers  
• HW – Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Finance  
• HW – Heriot-Watt University: MSc in Financial Management  
• HW – Heriot-Watt University: DBA (Doctorate in Business Administration) |
| Details:           | SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)  
ACCA/FIA: [www.accaglobal.com](http://www.accaglobal.com)  
ICATT: [www.icatt.org](http://www.icatt.org)  
HW: [www.ebsglobal.net](http://www.ebsglobal.net) |
| Qualities required  | Logical Mind, affinity for numbers, Attention to detail, strong analytical skills, problem solver, writing and interpersonal skills, ability to work in teams. |
| Entry Requirements  | See flow chart |

*The source of real wealth and capital in this new era is not material things. It is the human mind, the human spirit, the human imagination and our faith in the future.*

- *Steve Forbes*
ACCOUNTING & FINANCE CAREER PATHWAY AT SBCS

Foundations In Accountancy (FIA) Introductory Certificate

Foundations In Accountancy (FIA) Intermediate Certificate

Foundations In Accountancy (FIA) Diploma

ACCA Qualification 3-4 years

Heriot-Watt University (Edinburgh Business School): MBA (Finance), MSc in Financial Management 2 years

Heriot-Watt University (Edinburgh Business School): DBA 3-4 years

CAT Qualification

4 CXC/O'Levels inclusive of Mathematics and English

Entry Requirements CAPE/A-levels
Jessica Huggins  
1st place winner for June 2012  
ACCA P1 exam in the Caribbean

“SBCS offers a comfortable learning environment that is 24-hour accessible; with qualified ACCA lecturers, who are willing to share their experiences to guide you along your ACCA journey; and an excellent study school programme, which helps to crystallize everything in preparation for your final exam.”

Dexter Ali  
ACCA graduate 2011

“My experience at SBCS as an Accounting student (ACCA Levels 1 - 3) has been an enriching one. The school’s facilities such as the library and study rooms along with the student focused, knowledgeable lecturers and administrative staff, make for an environment conducive for studying and more importantly, learning. It is because of these reasons I intend to pursue my MBA here and will not hesitate to recommend SBCS to anyone.”
# BANKING & FINANCE

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Banking and Finance</th>
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<tbody>
<tr>
<td>Description</td>
<td>Banks and banking related organisations are primarily responsible for providing financing that keeps organisations afloat/viable. There is a tremendous demand for banking professionals in today’s world as organisations and individuals seek creative, innovative, legal and ethical ways to raise capital/credit.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | - UoL - University of London: Access Route to BSc (Hons) Banking and Finance  
- UoL - University of London: BSc (Hons) Banking and Finance  
- UoL – University of London: MBA in Banking  
- HW – Heriot-Watt University: DBA  
(Doctorate in Business Administration) |
| Details:            | SBCS: www.sbcs.edu.tt  
UoL: www.londoninternational.ac.uk  
HW: www.ebsglobal.net |
| Career Opportunities| Loan Officer, Personal Banking Officer, Credit Analyst, Financial Advisor, Mortgage Officer, Branch Manager, Portfolio Analyst, Research Analyst, Risk Analyst, Financial Analyst, Investment Analyst, Investment Manager |
| Qualities required  | Logical Mind, affinity for numbers, attention to detail, strong analytical skills, problem solver, writing and interpersonal skills, ability to work in teams. |
| Entry Requirements  | See flow chart |
BANKING & FINANCE CAREER PATHWAY AT SBCS

Entry Requirements
4 CXC/O'Levels inclusive of Mathematics and English

University of London:
Access Route Programme
1 year

Entry Requirements
CAPE/A'Levels

University of London:
BSc (Hons) Banking & Finance
3 years

University of London:
MBA in Banking
2 years

Heriot-Watt University
(Edinburgh Business School):
DBA
3-4 years
HUMAN RESOURCE, GENERAL & BUSINESS MANAGEMENT CAREERS:
## HUMAN RESOURCE MANAGEMENT

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<tr>
<th>Area of Study</th>
<th>Human Resource Management</th>
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<tr>
<td>Description</td>
<td>An organisation’s greatest resource is its people. Consequently, one of the most important management positions is the HR Manager. This individual ensures that the organisation creates and fosters the best environment for productive work to take place such that the organisation not only attracts but also retains high quality members of staff. HR professionals are in demand the world over and there are signs that this demand will increase in the foreseeable future.</td>
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<thead>
<tr>
<th>Qualifications offered at SBCS</th>
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<tbody>
<tr>
<td>• ABE – Association of Business Executives  Level 4 Diploma in Business Management</td>
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<tr>
<td>• ABE – Association of Business Executives Level 5 Higher Diploma in Business Management</td>
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<tr>
<td>• ABE – Association of Business Executives Level 6 Graduate Diploma in Business Management</td>
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<tr>
<td>• UoG – University of Greenwich: BA (Hons) Human Resource Management</td>
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<tr>
<td>• UoS – University of Sunderland: BA (Hons) in Business Management</td>
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<tr>
<td>• HW - Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Human Resource Management, Finance or Marketing</td>
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</tr>
<tr>
<td>• HW – Heriot-Watt University: MSc Human Resource Management, Finance or Marketing</td>
<td></td>
</tr>
<tr>
<td>• UoLei - University of Leicester: MSc Human Resource Management and Training</td>
<td></td>
</tr>
<tr>
<td>• HW – Heriot-Watt University: DBA (Doctorate in Business Administration)</td>
<td></td>
</tr>
</tbody>
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Details:
SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)
ABE: [www.abeuk.com](http://www.abeuk.com)
UoG: [www2.gre.ac.uk/about/schools/business](http://www2.gre.ac.uk/about/schools/business)
UoS: [www.sunderland.ac.uk](http://www.sunderland.ac.uk)
HW: [www.ebsglobal.net](http://www.ebsglobal.net)
UoLei: [www.le.ac.uk](http://www.le.ac.uk)

<table>
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<tr>
<th>Career Opportunities</th>
<th>Human Resource Officer / Associate, Senior Human Resource Officer / Associate, Training and Development Officer, Compensation Specialist, Industrial Relations Specialist, Organisational Change Management Specialist, Human Resource Generalist, Human Resource Manager, Chief Executive Officer</th>
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<tr>
<th>Qualities required</th>
<th>Strong interpersonal and communications skills, diplomacy, an understanding of organisational and human culture, communication and conflict resolution skills.</th>
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<tr>
<th>Entry Requirements</th>
<th>See flow chart</th>
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# MANAGEMENT & BUSINESS

<table>
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<tr>
<th>Area of Study</th>
<th>Management and Business</th>
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<tr>
<td>Description</td>
<td>It is often said that management is the activity that entails achieving one’s objectives by utilizing the skills and talents of other individuals. In reality, management is in fact a team activity. Managers are the drivers of organisations; they provide the leadership, vision and ultimately the spirit which moves an organisation forward. A good manager must be able to combine all the technical areas of management (Accounting, Finance, HR, IT, Marketing etc.) with strong people skills in order to ensure that the organisation is able to achieve its objectives.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | • BTEC HND (UK) – BTEC Higher National Diploma in Business  
• UoG – University of Greenwich: BA (Hons) Human Resource Management  
• UoS – University of Sunderland: BA (Hons) in Business Management  
• HW - Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Human Resource Management, Finance or Marketing  
• HW – Heriot-Watt University: MSc Human Resource Management, Finance or Marketing  
• UoLei - University of Leicester: MSc Human Resource Management and Training  
• HW – Heriot-Watt University: DBA (Doctorate in Business Administration) |
| Details: |  
SBCS: [www.sbc.edu.tt](http://www.sbc.edu.tt)  
BTEC: [www.edexcel.com](http://www.edexcel.com)  
UoG: [www2.gre.ac.uk/about/schools/business](http://www2.gre.ac.uk/about/schools/business)  
HW: [www.ebsglobal.net](http://www.ebsglobal.net)  
UoLei: [www.le.ac.uk](http://www.le.ac.uk) |
| Career Opportunities | Management Trainee, Manager, Senior Manager, Executive Manager, Chief Information Officer, Consultant, Lecturer, Researcher |
| Qualities required | Enjoys leadership roles, effective communicator and motivator, planner/problem solver, ability to multitask. |
| Entry Requirements | See flow chart |
“With encouragement and support from my family and friends, I was determined to study my Bachelor of Arts Degree in Business Management and use this programme as an invaluable insight to enrich my knowledge about the business world. It’s amazing how this programme gave me firsthand experience to apply my “soft” and “hard” skills from various disciplines, together with my business knowledge and skills to excel in my organization – the application of management and accounting techniques, human resource disciplines and other related studies. In my opinion, this programme built the foundation to a limitless career – one which is highly recommended as an opened ended major for “budding” professionals.”
## MARKETING

### Area of Study | Marketing
---|---
**Description** | In today’s extraordinarily competitive environment, organisations seek out and generously reward those individuals who are able to guide them in the development and marketing of their products and/or services. An organisation might possess a better product than its competitors but may not reap the rewards if they fail to market it effectively. Marketing professionals play a role inter alia in pricing, promotion, packaging and distribution of the product and/or service.

### Qualifications offered at SBCS
- UoL - University of London: Access Route Programme
- UoL – University of London: BSc. (Hons) in Business Administration (General Programme, Marketing, Human Resource Management)
- HW - Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Human Resource Management, Finance or Marketing
- UoLei - University of Leicester: MSc Human Resource Management and Training
- HW – Heriot-Watt University: DBA (Doctorate in Business Administration)

**Details:**
SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)
UoL: [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)
HW: [www.ebsglobal.net](http://www.ebsglobal.net)
UoLei: [www.le.ac.uk](http://www.le.ac.uk)

### Career Opportunities
- Account Coordinator, Account Executive, Account Planner, Advertising Executive, Advertising Manager, Advertising Sales Director, Brand Manager, Market Analyst, Market Researcher, Marketing Associate, Marketing Manager, Media Relations Officer, Product Development Manager, Product Manager, Promotions Assistant, Promotions Director, Public Relations Consultant, Public Relations Coordinator, Public Relations Officer

### Qualities required
- Team leader, creative and innovative mind to develop new concepts, ability to communicate effectively.

### Entry Requirements
- See flow chart
Jenna Chang Kin Kee  
MSc Marketing with Distinction 2012

“My experience at SBCS has helped me become more of a strategic thinker and has undoubtedly equipped me to relentlessly and confidently pursue my professional goals.”

Fareeda Mohamed  
1st place winner for December 2011  
ACCA P1 & P3 exams in Trinidad & Tobago

“My experience as an ACCA student at SBCS during the past four years has been truly rewarding. Experienced and knowledgeable lecturers, friendly staff, 24-hour study facilities and state-of-the-art classrooms all contributed to my continuous success. I would recommend SBCS to anyone thinking about studying the ACCA programme.”
HUMAN RESOURCE, GENERAL & BUSINESS MANAGEMENT CAREER PATHWAYS AT SBCS

Entry Requirements
4 CXC/O'Levels inclusive of Mathematics and English

ABE: Diploma in Business Management
6-9 months

ABE: Higher Diploma in Business Management
1 year

ABE: Graduate Diploma in Business Management
6 months-1 year

University of Greenwich:
BA (Hons) in HR Management
1 year 1 month
OR
University of Sunderland:
BA (Hons) in Business Management
1-2 years

Heriot-Watt University (Edinburgh Business School):
MBA with specialisms in HR Management, Finance or Marketing/ MSc in HR Management, Finance or Marketing
2 years
University of Leicester: MSc Human Resource Management & Training*
2 years

Heriot-Watt University (Edinburgh Business School):
DBA
3-4 years

*Subject to ACTT/MTEST approval
HUMAN RESOURCE, GENERAL & BUSINESS MANAGEMENT CAREER PATHWAYS AT SBCS

Entry Requirements
CAPE/A-levels OR ABE Diploma OR
a combination of working experience and academic qualifications

BTEC: Higher National Diploma in Business
2 years - 2 years 6 months

University of Greenwich:
BA (Hons) in HR Management
1 year 1 month
OR
University of Sunderland:
BA (Hons) in Business Management
1-2 years

Heriot-Watt University (Edinburgh Business School): MBA with specialisms in HR Management, Finance or Marketing/ MSc in HR Management, Finance or Marketing
2 years

University of Leicester: MSc Human Resource Management & Training*
2 years

Heriot-Watt University (Edinburgh Business School): DBA
3-4 years

*Subject to ACTT/MTEST approval
HUMAN RESOURCE, GENERAL & BUSINESS MANAGEMENT CAREER PATHWAYS AT SBCS

Entry Requirements
4 CXC/O'Levels inclusive of Mathematics and English

University of London:
Access Route Programme
1 year

Royal Holloway
University of London: BSc (Hons) in Business Administration
(General Programme, Marketing, HR Management)
3 years

Heriot-Watt University (Edinburgh Business School):
MBA with specialisms in HR Management, Finance or Marketing/
MSc in HR Management, Finance or Marketing
2 years

University of Leicester: MSc Human Resource Management & Training*
2 years

Heriot-Watt University
(Edinburgh Business School):
DBA
3-4 years

*Subject to ACTT/MTEST approval
ACCA Study School

BA Graduates 2012

SBCS students studying and discussing


ABE prize giving

Psychometric Testing

Melanie Waithe with Professor Simon Jarvis

UOL students with Dr. Sarah Rauchas, Co-Deputy Director, UOL Goldsmiths College

BA Graduates 2012

Psychometric Testing

BA Graduates 2012

MSc Graduates 2012

Melanie Waithe with Professor Simon Jarvis

Teleios Code Jam 3rd place winners BSc (UOG) CIS students
# INTERNATIONAL BUSINESS

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>International Business</th>
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<tbody>
<tr>
<td>Description</td>
<td>Organisations, in order to succeed in today’s interconnected global environment, must be able to do business globally. International business professionals are the persons in organisations responsible for ensuring that global links with partners and customers are developed, maintained and cultivated, so as to ensure that the organisation’s products and services have a global market place. It is a very exciting area that suits individuals who like to travel and develop new relationships, while ensuring that the organisation's reputations and products remain at the highest level.</td>
</tr>
<tr>
<td>Qualifications offered at SBCS</td>
<td>• UoL - University of London: Access Route Programme&lt;br&gt;• UoL - University of London: BSc (Hons) in Business Administration (International Business)&lt;br&gt;• HW – Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Finance&lt;br&gt;• HW – Heriot-Watt University: MSc in Financial Management&lt;br&gt;• HW – Heriot-Watt University: DBA (Doctorate in Business Administration)</td>
</tr>
<tr>
<td>Details:</td>
<td>SBCS: <a href="http://www.sbcs.edu.tt">www.sbcs.edu.tt</a>&lt;br&gt;UoL: <a href="http://www.londoninternational.ac.uk">www.londoninternational.ac.uk</a>&lt;br&gt;HW: <a href="http://www.ebsglobal.net">www.ebsglobal.net</a></td>
</tr>
<tr>
<td>Career Opportunities</td>
<td>Import/Export Manager, Country / Regional Manager, Consultant / Chief Executive Officer</td>
</tr>
<tr>
<td>Qualities required</td>
<td>Strong interpersonal skills and communication skills, appreciation for diverse cultures, patience, diplomacy.</td>
</tr>
<tr>
<td>Entry Requirements</td>
<td>See flow chart</td>
</tr>
</tbody>
</table>
INTERNATIONAL BUSINESS CAREER PATHWAY AT SBCS

Entry Requirements
4 CXC/O’Levels inclusive of Mathematics and English

University of London:
Access Route Programme
1 year

Royal Holloway
University of London: BSc (Hons) in Business Administration
(International Business)
3 years

Heriot-Watt University
(Edinburgh Business School):
MBA (Finance), MSc in Financial Management
2 years

Heriot-Watt University
(Edinburgh Business School):
DBA
3-4 years

Entry Requirements
CAPE/A’Levels
“I made a decision to study with the University of London International Programmes and SBCS because I wanted to obtain my Bachelor’s Degree from a reputable institution that offered ample options and did not limit the possible areas of study. Though it was possible to obtain my degree from one of our excellent local tertiary level institutions I felt that a degree from the University of London would be internationally recognisable, should I be allowed international exposure through job opportunities or in furthering my studies.”
## LOGISTICS, PURCHASING & SUPPLY

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Logistics, Purchasing and Supply</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Over the last few years, the areas of logistics, purchasing and supply have received a lot of attention and rightly so. For many organisations purchasing can run into the hundreds of millions and consequently requires trained professionals. Ensuring that an organisation has the right stock of raw material or finished products at any time without overstocking, is more than just an art, it is also a science. The efficient distribution of products to customers in a cost effective manner is a complex activity in today’s world where organisations are not resident in any one country.</td>
</tr>
</tbody>
</table>

### Qualifications offered at SBCS

- CIPS – Chartered Institute of Purchasing and Supply: Certificate in Procurement and Supply Operations
- CIPS – Chartered Institute of Purchasing and Supply: Advanced Certificate in Procurement and Supply Operations
- CIPS – Chartered Institute of Purchasing and Supply: Diploma in Procurement and Supply
- CIPS – Chartered Institute of Purchasing and Supply: Advanced Diploma in Procurement and Supply
- CIPS – Chartered Institute of Purchasing and Supply: Professional Diploma in Procurement and Supply
- HW – Heriot-Watt University: MBA (Masters in Business Administration) with specialism in Finance
- HW – Heriot-Watt University: MSc. in Financial Management
- HW – Heriot-Watt University: DBA (Doctorate in Business Administration)

### Details:

SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)
CIPS: [www.cips.org](http://www.cips.org)
HW: [www.ebsglobal.net](http://www.ebsglobal.net)

<table>
<thead>
<tr>
<th>Career Opportunities</th>
<th>Logistics Coordinator, Logistics Manager, Purchasing Officer, Storekeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualities required</td>
<td>Good organisational/negotiating and interpersonal skills, able to assimilate complex, real-time information, creative.</td>
</tr>
<tr>
<td>Entry Requirements</td>
<td>See flow chart</td>
</tr>
</tbody>
</table>
LOGISTICS, PURCHASING & SUPPLY CAREER PATHWAY AT SBCS

Entry requirements
4 CXC/O'Levels inclusive of Mathematics and English

CIPS: Level 2 Certification in Procurement and Supply Operations (QCF)

CIPS: Level 3 Advanced Certification in Procurement and Supply Operations

CIPS: Level 5 Advanced Diploma in Procurement and Supply Operations

CIPS: Level 6 Professional Diploma in Procurement and Supply Operations

Heriot-Watt University (Edinburgh Business School): MBA (Finance), MSc in Financial Management 2 years

Heriot-Watt University (Edinburgh Business School): DBA 3-4 years

Entry requirements
CAPE/A'Levels

Mature Entry Route
21 years and over
2 years relevant working experience

CIPS: Level 4 Diploma in Procurement and Supply Operations
<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Media and Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The media is one of the most powerful industries in today's world. Modern media is multi-faceted and includes film, radio, television, print and the World Wide Web. Media professionals are in demand globally, both in media houses and traditional organisations. Many media professionals are now employed by non-media organisations as Communications Specialists; in effect these individuals become the voice of the organisation. This area is one that suits individuals with strong communication and people skills.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | • BTEC HND (UK) – Higher National Diploma in Creative Media Production  
• UoG – University of Greenwich: BA (Hons) in Media and Communications  
• UoLei - University of Leicester: MA in Communications, Media and Public Relations  
• UoLei - University of Leicester: MA in Mass Communications  
• UoLei - University of Leicester: MA in New Media and Society  
• UoLei - University of Leicester: MA in New Media, Governance and Democracy  
• UoLei - University of Leicester: PhD in Media (Distance Learning) |

Details:
SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)
BTEC: [www.edexcel.com](http://www.edexcel.com)
UoG: [www2.gre.ac.uk/about/schools/humanities](http://www2.gre.ac.uk/about/schools/humanities)
UoLei: [www.le.ac.uk](http://www.le.ac.uk)

| Career Opportunities | Broadcast Journalist, Communications Officer / Specialist, Film Producer, Journalist, Media Relations Manager, Media Specialist, Radio Presenter, Reporter, Television Presenter, Video Editor |
| Qualities required | Creative, self-motivated, organised. |
| Entry Requirements | See flow chart |

*Since we live in an age of innovation, a practical education must prepare a person for work that does not yet exist and cannot yet be clearly defined.*

—Peter Drucker
MEDIA & COMMUNICATION CAREER PATHWAY @ SBCS

Entry Requirements
CAPE/A-levels OR ABE Diploma OR
a combination of working experience and academic qualifications

BTEC: Higher National Diploma in
Creative Media Production
2 years 3 months

University of Greenwich: BA (Hons) in
Media & Communications
1 year & 1 month

University of Leicester: MA in
Communications, Media & Public Relations; MA in Mass Communications; MA in New Media & Society; MA in New Media, Governance & Democracy
2 years

University of Leicester: PhD in Media*
(Distance Learning)

*Subject to ACTT/MTEST approval
TECHNICAL AND HEALTH, SAFETY & ENVIRONMENT (HSE) CAREERS:
### INFORMATION TECHNOLOGY

#### Description
Information Technology professionals are in high demand throughout the world. These individuals are responsible for designing, developing, maintaining and enhancing the Information Systems of organisations. Each day new careers are created for IT professionals, so if you enjoy the thrill and exhilaration of working with cutting-edge, dynamic technology, then an IT career may be well suited to you.

#### Qualifications offered at SBCS

<table>
<thead>
<tr>
<th>Pathway 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>• ABE – Association of Business Executives Level 4 Diploma in Business</td>
</tr>
<tr>
<td>Management (Management Information Systems pathway)</td>
</tr>
<tr>
<td>• BTEC HND (UK) – Higher National Diploma in Computing and Systems</td>
</tr>
<tr>
<td>Development</td>
</tr>
<tr>
<td>• UoG – University of Greenwich: BSc (Hons) Computing and Information</td>
</tr>
<tr>
<td>Systems</td>
</tr>
<tr>
<td>• UoG – University of Greenwich: MSc Information Systems and Management</td>
</tr>
<tr>
<td>• HW – Heriot-Watt University: MBA (Masters in Business Administration)</td>
</tr>
<tr>
<td>• HW – Heriot-Watt University: DBA (Doctorate in Business Administration)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pathway 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>• UoL – University of London: Access Route to BSc (Hons) Information</td>
</tr>
<tr>
<td>Systems and Management</td>
</tr>
<tr>
<td>• UoL – University of London: BSc (Hons) Information Systems and</td>
</tr>
<tr>
<td>Management</td>
</tr>
<tr>
<td>• UoL – University of London: Diploma in Computing and Information Systems</td>
</tr>
<tr>
<td>• UoL – University of London: BSc (Hons) Computing and Information Systems</td>
</tr>
<tr>
<td>• UoG – University of Greenwich: MSc Information Systems and Management</td>
</tr>
<tr>
<td>• HW – Heriot-Watt University: MBA (Masters in Business Administration)</td>
</tr>
<tr>
<td>• HW – Heriot-Watt University: DBA (Doctorate in Business Administration)</td>
</tr>
</tbody>
</table>

**Details:**
- SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)
- ABE: [www.abeuk.com](http://www.abeuk.com)
- BTEC: [www.edexcel.com](http://www.edexcel.com)
- UoG: [www.cms.gre.ac.uk](http://www.cms.gre.ac.uk)
- UoL: [www.londoninternational.ac.uk](http://www.londoninternational.ac.uk)
- HW: [www.ebsglobal.net](http://www.ebsglobal.net)

#### Career Opportunities
Business Analyst, Computer Support Specialist, Consultant, Database Administrator, Desktop Publisher, E-Commerce Specialist, Help Desk Administrator, Network Administrator, Network Support Specialist, Network Technician, Programmer, Repair Technician, Security Specialist, Software Engineer, Systems Analyst, Systems Engineer, Website Designer

#### Qualities required
Logical, creative, imaginative, multi-tasker, problem-solver, technical and interpersonal skills.

#### Entry Requirements
See flow chart
INFORMATION TECHNOLOGY CAREER PATHWAYS AT SBCS

- Entry Requirements
  4 CXC/O'Levels inclusive of
  Mathematics and English

- ABE: Diploma in Management
  Information Systems
  6 - 9 months

- Entry Requirements
  CAPE/A-levels OR ABE Diploma OR
  a combination of working experience
  and academic qualifications

- BTEC: Higher National Diploma in
  Computing & Systems Development
  2 years 6 months (average)

- University of Greenwich: BSc (Hons) in
  Computing and Information Systems
  1 year - 1 year 6 months

- University of Greenwich: MSc
  Information Systems Management
  2 years
  or
  Heriot-Watt University (Edinburgh
  Business School): MBA
  2 years

- Heriot-Watt University
  (Edinburgh Business School):
  DBA
  3 - 4 years
INFORMATION TECHNOLOGY CAREER PATHWAYS AT SBCS

Entry Requirements
4 CXC/O’Levels inclusive of Mathematics and English

University of London: Diploma in Computing and Information Systems
2 years

University of London: BSc (Hons) Computing and Information Systems
*3 years
*2 years with Diploma entry

University of London: Access Route Programme
1 year

University of London: BSc (Hons) Information Systems & Management
3 years

University of Greenwich: MSc Information Systems Management
2 years
and/or
Heriot-Watt University (Edinburgh Business School): MBA
2 years

Heriot-Watt University (Edinburgh Business School): DBA
3-4 years

CAPE/A’Levels

Entry Requirements
Levi Morris
BSc Computing and Information Systems
(First Class Honours)
University of London

“I would recommend this BSc Computing and Information Systems degree, because of the vastness of material covered within this degree, allowing for the future undergraduate to appreciate the many areas that are encompassed in IT/IS. My happiest moments at SBCS were working on programming assignments with friends.”

Khaliq Ali
BSc (Hons) COMPUTING & INFORMATION SYSTEMS
(first class honours)
Business Analyst - Guardian Life of the Caribbean

“The UOG BSc in Computing was ideal for my situation as it covered a broad range of topics that include Project Management, software development and databases. Lecturers were highly knowledgeable, using interactive teaching styles where participation was encouraged, ensuring that all students were on the same page. The course syllabi delivered a good balance of theory and practical exercises and rigorously tested the requisite skills. At this time I am in a much better position to speak the language of both the business and technical teams and take ownership of various tracks on IT projects.”
## CONSTRUCTION AND THE BUILT ENVIRONMENT
(BUILDING SERVICES ENGINEERING)

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Construction and the Built Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>The maintenance of buildings and other medium to large facilities, has been recognised as a distinct activity, separate and apart from the activity of building. A facility that cost 100 million dollars to build may easily require 10 million dollars a year in maintenance if it is to be kept at the required level of operational efficiency.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | • BTEC HND (UK) – Higher National Diploma in Construction and the Built Environment  
• SBCS – School of Business and Computer Science: Fundamentals of Health, Safety and Environment  
• UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment  
• HW – Heriot-Watt University: MBA (Masters in Business Administration)  
• HW – Heriot-Watt University: DBA (Doctorate in Business Administration) |
| Details: SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)  
BTEC: [www.edexcel.com](http://www.edexcel.com)  
UoG: [www.gre.ac.uk](http://www.gre.ac.uk)  
HW: [www.ebsglobal.net](http://www.ebsglobal.net) |
| Career Opportunities | Building Inspector, Building/Facilities Manager, Mechanical and Electrical Surveyors (Building Services), Electrical Design Engineer (Building Services), Mechanical Design Engineer (Building Services), Operations Manager, Consultant |
| Qualities required | Multi-talented, loves working outdoors, able to apply technical skills to dynamic real world problems. |
| Entry Requirements | See flow chart |

*Persons interested in this programme and who may not hold any of the above qualifications may be interviewed and accepted, even if they are not currently employed in the field.*
CONSTRUCTION AND THE BUILT ENVIRONMENT CAREER PATHWAY @ SBCS

Entry Requirements
CAPE/A-levels or ABE Diploma or a combination of working experience and academic qualifications

BTEC: Higher National Diploma in Construction & the Built Environment (Building Services Engineering)
2 years 6 months

Heriot-Watt University (Edinburgh Business School): MBA
2 years

Heriot-Watt University (Edinburgh Business School): DBA
3-4 years

University of Greenwich: BSc (Hons) in Occupational Safety, Health & Environment
2-3 years

Fundamentals of Health, Safety & Environment

*Subject to ACTT/MTEST approval
### ENGINEERING
#### ELECTRICAL, ELECTRONIC & MECHANICAL

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Engineering (Electrical, Electronic and Mechanical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Engineers are in demand the world over as countries irrespective of size, seek to build and/or improve their physical infrastructure. Engineers and engineering technicians find employment in a multitude of areas, as wherever human civilization exists, they are in demand.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS | • City and Guilds: Certificate in Applied Electrical and Electronic Engineering  
• City and Guilds: Diploma in Applied Electrical and Electronic Engineering  
• City and Guilds: Advanced Diploma in Applied Electrical and Electronic Engineering  
• *UoG – University of Greenwich: BEng (Hons) Electrical and Electronic Engineering |
| Details:                  | SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)  
City and Guilds: [www.cityandguilds.com](http://www.cityandguilds.com)  
UoG: [www.gre.ac.uk](http://www.gre.ac.uk) |
| Career Opportunities     | Engineering Technician, Senior Engineering Technician, Electrical / Mechanical Engineer, Senior Electrical / Mechanical Engineer, Electrical Consultant / Lecturer |
| Qualities required        | Practical, love to understand how things work, how to improve them and dream of working for a local or engineering firm or as an independent consultant. |
| Entry Requirements        | See flow chart |

*Subject to ACTT/MTEST approval*
ENGINEERING CAREER PATHWAY AT SBCS

Entry Requirements
4 CXC/O’Levels inclusive of Mathematics and English

City & Guilds: Certificate in Applied Electrical and Electronic Engineering
1 year

City & Guilds: Diploma in Applied Electrical and Electronic Engineering
1 year

City & Guilds: Advanced Diploma in Applied Electrical and Electronic Engineering
1 year

Qualified Technician with Advanced Diploma or Associate Degree in Engineering

High National Diploma (HND)
Electrical and Electronic Engineering
1 year

University of Greenwich
BEng (Hons) in Electrical and Electronic Engineering*
2-2½ years

*Subject to ACTT/MTEST approval
Richard Assue
Graduate of City and Guilds Applied Electrical and Electronic Engineering Programme
(Recognition for outstanding achievement)

“If I say that I succeeded in the programme because I worked hard that would only be half the truth. The facilities at the school were very comfortable, the equipment was up to date, and the flexible classes were also very convenient. Equally important were the staff and lecturers who were all encouraging. All of these contributed to my success. This programme gave me more confidence in myself and has opened avenues for me in electrical/electronics.”
# OCCUPATIONAL HEALTH & SAFETY

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Occupational Health and Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Health and Safety professionals are now a constant in the majority of today’s modern organisations. These professionals inter alia ensure that the working environment is safe and suitable for both employees and customers. The area of health and safety is of even more importance to those in the manufacturing and oil and gas sectors, where small lapses in judgment can have serious repercussions for the organisation, its staff, its customers and, in some cases surrounding communities and countries.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifications offered at SBCS</th>
<th>Standard Entry</th>
<th>Non-Standard Entry (Diploma Level)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment</td>
<td>• SBCS – School of Business and Computer Science: Fundamentals of Health, Safety and Environment</td>
</tr>
<tr>
<td></td>
<td>• UoG - University of Greenwich: MSc in Safety, Health and Environment / Occupational Hygiene</td>
<td>• SBCS – School of Business and Computer Science: Matriculation to BSc (Hons) Occupational Health, Safety and Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• UoG - University of Greenwich: MSc in Safety, Health and Environment / Occupational Hygiene</td>
</tr>
</tbody>
</table>

**Details:**  
SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)  
UoG: [www.gre.ac.uk](http://www.gre.ac.uk)

<table>
<thead>
<tr>
<th>Career Opportunities</th>
<th>Health and Safety Officer, Health Inspector, Regulatory Compliance Officer, Safety Advisor, Safety Engineer</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Qualities required</th>
<th>Able to work under pressure, problem-solver, ability to understand people and how they relate to their working environments.</th>
</tr>
</thead>
</table>

| Entry Requirements              | See flow chart                                                                                             |
OCCUPATIONAL HEALTH & SAFETY CAREER PATHWAYS AT SBCS
STANDARD ENTRY (ASSOCIATE DEGREE/HND LEVEL)

Associate Degree in Health and Safety or NEBOSH Level 6 Diploma in HSE

University of Greenwich: BSc (Hons) in Occupational Safety, Health & Environment 2-3 years

University of Greenwich: MSc in Safety, Health & Environment/Occupational Hygiene 2 years
OCCUPATIONAL HEALTH & SAFETY CAREER PATHWAYS AT SBCS
NON-STANDARD ENTRY (DIPLoma LEVEL)

Diploma in Health and Safety
or (UWI 2yr PT/1yr FT Certificate in Safety, Health and Environmental Management)

Fundamentals of Health, Safety & Environment

Matriculation to BSc (Hons)
Occupational Safety, Health & Environment
4 months

University of Greenwich: BSc (Hons) in Occupational Safety, Health & Environment
2-3 years

University of Greenwich: MSc in Safety, Health & Environment/Occupational Hygiene
2 years

Diploma in any Science or Engineering discipline

can do both FHSE & Matriculation simultaneously
OCCUPATIONAL HEALTH & SAFETY CAREER PATHWAYS AT SBCS
NON-STANDARD ENTRY (ASSOCIATE DEGREE/HND LEVEL)

Higher National Diploma or Associate Degree in any Science or Engineering discipline

Fundamentals of Health, Safety & Environment

University of Greenwich: BSc (Hons) in Occupational Safety, Health & Environment
2-3 years

University of Greenwich: MSc in Safety, Health & Environment/Occupational Hygiene
2 years
Fiona Geoffroy
MSc Safety, Health and Environment
2011 Award Winner
The British Occupational Hygiene Society Book Prize for Best Dissertation on Accredited Programme

“I chose to pursue a Master’s Degree in Occupational Health, Safety and Environment as I am passionate about making a positive change, no matter how small, to the safety culture within my working environment. SBCS, being a highly reputable tertiary education provider delivered an internationally accredited degree programme and a learning environment that was ideal in helping me to realise my full potential and achieve academic success.”

Leo Knights
School of Architecture, Design & Construction,
University of Greenwich – BSc. (Hons)
Occupational Safety, Health and Environment ‘09
MSc. Occupational Hygiene ‘11

“My journey through the School of Business and Computer Science from 2006-2011 was both rewarding and life changing. Determined to raise the standard in Occupational Safety and Health, I sought to acquire the academic instruments provided at the tertiary level. The result was twofold. Firstly, the programme empowered me with the necessary tools to be an effective agent in the management of change. Secondly, the astute and professional guidance offered by lecturers and staff, coupled with self-discipline and commitment, were instrumental in my achieving First Class Honours at the BSc. level. This was the catalyst for my enrolment in the MSc. Occupational Hygiene programme, which I successfully completed in November 2011. I fervently advise present and prospective students to manage your time wisely and to be committed to achieving excellence in this dynamic and competitive global environment.”
## TELECOMMUNICATIONS

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Telecommunications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>It has been said that the world is becoming smaller and interconnected. The dramatic advances in telecommunications have made this possible. They have provided the technical underpinnings for the information revolution. The consequence of this is that the modern organisation needs a sound telecommunications infrastructure in order to survive. The vast array of telecommunications media, such as fibre, satellite, copper, wireless and cellular networks can lead to very specialized and often complex configurations. Telecommunication specialists ensure that this essential infrastructure is stable and robust.</td>
</tr>
</tbody>
</table>

**Qualifications offered at SBCS**

- City and Guilds: Advanced Diploma in Applied Telecommunications
- City and Guilds: Diploma in Applied Telecommunications
- City and Guilds: Certificate in Applied Telecommunications

Details:

SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)

City and Guilds: [www.cityandguilds.com](http://www.cityandguilds.com)

<table>
<thead>
<tr>
<th>Career Opportunities</th>
<th>Telecommunications Technician, Senior Telecommunications Technician, Telecommunications Manager, Senior Telecommunications Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualities required</strong></td>
<td>Practical, love working with cutting edge technology, ability to translate technical jargon into the language of business.</td>
</tr>
<tr>
<td><strong>Entry Requirements</strong></td>
<td>See flow chart</td>
</tr>
</tbody>
</table>
TELECOMMUNICATIONS CAREER PATHWAY AT SBCS

Entry Requirements
4 CXC/O'Levels inclusive of Mathematics and English

City & Guilds: Certificate in Applied Telecommunications
1 year

City & Guilds: Diploma in Applied Telecommunications
1 year

City & Guilds: Advanced Diploma in Applied Telecommunications
1 year

*Subject to ACTT/MTEST approval
**GRAPHIC DESIGN**

<table>
<thead>
<tr>
<th>Area of Study</th>
<th>Graphic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Graphic Design is about visual communication and problem solving. It is about planning, analyzing and creating visual solutions to communication problems by finding the most effective way to get messages across in print or electronic media using colour, illustration, photography, animation, and various print and layout techniques.</td>
</tr>
</tbody>
</table>
| Qualifications offered at SBCS| • BTEC HND (UK) – Higher National Diploma in Graphic Design  
• UoS – University of Sunderland: BA (Hons) Graphic Design                                                                                   |
| Details:                      | SBCS: [www.sbcs.edu.tt](http://www.sbcs.edu.tt)  
BTEC: [www.edexcel.com](http://www.edexcel.com)  
UoS: [www.sunderland.ac.uk](http://www.sunderland.ac.uk)                                                                                   |
| Career Opportunities          | Graphic Designer                                                                                                                                 |
| Qualities required            | Creative thinker, enjoy working on the computer to design and develop visual art, have an eye for seeing the bigger picture and generating the solution. |
| Entry Requirements            | See flow chart                                                                                                                                 |

Persons who are interested in this programme, but are not currently employed in the field of graphic design may be required to attend an entry interview. This interview will assess the applicant’s eligibility for entry into the programme.
Entry Requirements
CAPE/A-levels OR ABE Diploma OR
a combination of working experience and academic qualifications

BTEC: Higher National Diploma in Graphic Design
2 years 6 months

University of Sunderland
BA (Hons) in Graphic Design
1 year-1 year 6 months
Rayhaan Joseph
HND Graphic Design
completed programme July 2012

“This programme has been both fun and stimulating, but most of all it has inspired me to challenge myself as a small business owner and designer.”
OTHER CAREER PATHS AT SBCS:
CAREERS VIA IT CERTIFICATION COURSES & PROGRAMMES

SBCS provides many different pathways to a financially and personally rewarding career. Instead of following the traditional academic path to career advancement you can opt to discover, enhance and broaden your existing skills through a variety of industry-specific, short courses and professional certifications. Many of these courses provide an ideal supplement to a certificate, diploma or degree, since they are tailored to apply the theory to practical problems. These programmes enjoy a lot of industry support and recognition. Thus, by themselves or alongside one’s academic credentials, they can significantly increase one’s marketability.

SBCS’ Centre for Information Technology and Engineering Unit (CITE) offers a full range of IT and Engineering courses and programmes both onsite and offsite.

Please visit our website and go to Centre for Information Technology and Engineering (CITE) for detailed outlines, and a full listing of our IT and Engineering training courses.

CAREER OPPORTUNITIES

Typical Career Opportunities: Starting Course (Computer Literacy)

- Office Automation Specialist / Help Desk Administrator - Microsoft Office Specialist (Word, Excel, Access, Outlook, Project), Peachtree

- Graphic Designer / Artist - A Professional Certificate in Design Essentials - Adobe CS5 -Illustrator, Photoshop and InDesign, Autodesk 3DS Max

- Computer-aided Designer / Draughtsman - AutoCAD

- Applications Programmer - Java Programming Series

- Web Programmer / Designer - Creating & Developing Websites, Advanced Website Development, Web Engineering, Certified Internet Webmaster (CIW)

- Computer Repair / Network Technician - Computer Repairs, A+, Network+, Security+, CISCO Certified Network Associate, Fibre Optics Installer

- Systems Administrator / Engineer - Microsoft Certified Solutions Associate / Expert (Windows Server 2012), Security+, Certified Ethical Hacker

- Database Administrator - Microsoft Certified Solutions Associate / Expert (SQL Server 2012)

CAREERS VIA PROFESSIONAL DEVELOPMENT & PROJECT MANAGEMENT COURSES

Modern business thrives on change, and it is a mistake to think that one’s formal education alone can equip one adequately to deal with change. SBCS recognizes this and through our corporate training unit, provides a careful selection of courses with one aim in mind - to allow you to continuously add value to your organisation.

SBCS’ Corporate Training Centre (CTC) offers a full range of training courses and programmes both onsite and offsite.

Please visit the our website and go to Corporate Training Centre (CTC) for detailed outlines, and a full listing of our Professional Development Courses:

• Effective Business Writing
• Project Management for Business Professionals
• CAPM®/PMP® (PMI®USA)
• Spanish
• Event Management
• Marketing
• Human Resource Management
• Supervisory Training
• Customer Service
• Inventory Management
• Logistics
• OSHA General Industry and Construction Industry

and many more …
Corey Burke  
ABE  
Logistics and Distribution Manager  
Unicomer (Trinidad) Ltd

“ABE is a world renowned study programme that is aimed at giving students insight into the latest business developments and helping them improve critical thinking skills.

SBCS is my institution of choice as it offers campuses that are well suited for serious Study and Development programmes. They not only have the best lecturers who are able to reach students at different levels but the environment provides vast opportunities for group and individual work.”

Rhona Barker  
Stakeholder Relations Administrator  
SBCS CIPS Advanced Diploma Student (Level 5)  
2007-present

“In a time where Supply Chain Management is relatively new to the business industry in Trinidad and Tobago, the CIPS course provides an in-depth insight for purchasing professionals to execute and understand the ‘right’ processes to follow, and maintain ethical practises for individual and organisation in alignment with international standards.”
STEPS TO CAREER SUCCESS

For most individuals, successful career decision making is not a one-time task. Shaping your dream career involves a process of self-exploration and information gathering that enables you to make informed choices about the type of work that will be fulfilling to you. At SBCS, the Student Services Department is ready and willing to assist you with this process of career development.

Here are some steps that will help you to craft the career that is perfect for you:

1. **Self-Assessment**
   Explore and assess your personality traits, values, skills and interests. Psychological research shows that “people can function and develop best and find job satisfaction in work environments that are compatible with their personalities” (John Holland). In the self-assessment stage you may benefit immensely from speaking with a career counsellor or taking a personality test. By gaining a clearer idea of which occupations are suited to your personality and preferences, you can begin to choose academic programmes that will take you to a career destination that is a good fit.

2. **Research on Careers**
   Find out as much as you can about the occupations that interest you. For example, if you are considering a career in Communications, reading the job descriptions for this field is one way to find out what communications specialists actually do. Better yet, talk to or interview people who actually work in the field that you would like to enter. Learn first-hand what these individuals do on a daily basis; their experiences are sure to give you a clearer picture of what your intended career looks like in real life!

3. **Decision Making**
   Armed with your self-assessment and information on careers – it’s time to make some decisions. You may have to answer these questions first: What is the exact position you will like to achieve? What is a good entry-level job that will get you to that position? What further qualifications do you need to gain entry to your field of choice? What are the financial costs of pursuing this path? What are your goals – short term and long-term? By crystallizing your answers to these questions, you can make the decisions that get you on the road to career success!

Use this booklet to increase your knowledge of the programmes and academic qualifications required to get you to your chosen career destination. If you require more assistance in career planning, you may contact the Student Services Department:

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Tel.: 663-7227 ext. 1290-2
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