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## CURRICULUM VITAE

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**GLOBAL LEARNING INSTITUTE**  
A Great Place to Learn.

# CAREER GUIDANCE **Handbook**

University and Professional Education Programmes



## 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 recognised 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**

### **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 supporting and facilitating lifelong learners. This commitment is an integral part of our mission to deliver industry-relevant tertiary education and training using learner-centric approaches with staff, facilities and courseware of the highest quality.

We are guided by an adaptive QMS that adheres both to local statutes and regulations as well as international collaborative agreements.

Our Quality Objectives are derived from our Strategic Plan, established every four years by the Strategic Planning Committee. The execution of these objectives is reviewed every six months through a formal review process conducted by Quality Assurance.

This policy, like our Mission, Vision and Theory of Value, underpins all of SBCS' initiatives and is reviewed annually to ensure continuing relevance as society and the institution evolve.

### OUR THEORY OF VALUE

Education is an infinitely transformative process. It is a catalyst for social and economic growth. For this to happen the educational experience must be immersive and relevant. Learning must be inclusive and participative. If provided with a complete learning environment students can transform society and their lives.

### EQUAL OPPORTUNITY 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.

SBCS works closely with the several universities, professional associations and corporations to deliver a wide range of programmes throughout the region.



## **OUR VALUE PROPOSITION**

With over 30 years' experience in higher education, SBCS recognizes that an investment in your education is one of the most important decisions that you will make in your lifetime. SBCS offers you a life-changing learning experience that will transform you into a professional with a globally recognized qualification who can compete for the best jobs at home and abroad.

### **Unmatched Academic and Administrative Support**

SBCS' programmes are delivered in collaboration with some of the most highly regarded professional associations and universities in the world. You will be taught by leading industry professionals with proven track records of performance in the classroom and workplace who are supported by efficient and thoughtful administrators and auxiliary staff.

### **Developing a well-rounded professional**

SBCS' approach to teaching will help you develop the skills needed to think critically, creatively and ethically; communicate persuasively; and be a team player and problem solver.

### **A Unique Learning Environment**

You will benefit from flexible teaching schedules at three technologically enabled campuses conveniently located in Champs Fleurs, San Fernando and Trincity. All of these create a unique learning environment that is focused on one thing: to transform you into a professional who can compete for the best jobs locally and globally.

### **Unmatched Academic and Administrative Support**

Over 30 years' experience in higher education, delivering globally recognized and industry relevant programmes.

Highly qualified teachers with proven track records of success in the classroom and workplace.

An approach to teaching which blends academic theory with practice, aimed at producing professionals who are strategic thinkers.

Efficient and thoughtful administrators and auxiliary staff.

### **A Unique Learning Environment: Safe, Connected, Convenient**

Classes at three safe and conveniently located campuses which provide a 21st century learning ecosystem around the clock.

Flexible modes of study including online and blended learning

### **Exclusive Soft skills Training - Developing a Well-Rounded Professional**

Develop skills needed to manage projects and contribute meaningfully to your organisation.

Unlock your potential to think critically, creatively and ethically.

Acquire the ability to communicate persuasively, solve problems and be a team player.

### **Alumni**

Join over 6,000 alumni who have graduated from SBCS with a globally recognized degree or professional qualification.

Access the best career opportunities at home and abroad.

Benefit from a range of continuing education and development courses using online or face-to-face modes of delivery.

## PROFILE OF SBCS GLOBAL LEARNING INSTITUTE

Established in 1987, SBCS' flagship campus is strategically located in Champs Fleurs (opposite Mt. Hope Medical Complex) 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.





Our San Fernando 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’ Trincity Campus, formerly known as the Centre for Graphic Communication, which has now evolved into SBCS’ Centre for Media, Communication and Design 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 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 “excellent service” permeates all of our campuses.

\* All CMS programmes will be offered at the Trincity Campus from July 2017.

## LOCATIONS OF SBCS CAMPUSES

### Where are we located?

53 - 54 Sagan Drive, Champs Fleurs.

27 - 31 Fran Street, Cocoyea Village, San Fernando.

Corner Beaulieu Avenue and Trincity Boulevard, Trincity.



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Though we make every effort to ensure that all printed material is up to date, due to the time lag between publication of this handbook and real-time events, SBCS reserves the right to change the information published without notice.

## WHY STUDY AT SBCS?

Studying at SBCS, you'll benefit from high quality teaching in a learner-centric and technologically enabled environment.

**Flexibility:** At SBCS we know that your schedule is a dynamic one and we cater for this by allowing you to alter your conditions of study with maximum ease.

Students can easily switch from full time to part time, Saturdays or Sundays. Students can even change to another class/course, another campus or to full distance learning. Wherever possible we will work with you to ensure that your study plan is optimally suited to you.

**Entry Requirements:** Our unique and exciting programmes provide pathways for just about anyone with the right attitude to obtain a tertiary education.

We make it possible for you to enter many of our programmes, regardless of age, and with CSEC(CXC)/O'levels or CAPE/A'levels or a degree or with an acceptable level of work experience in place of the traditional academic entry requirements.

At SBCS our focus is on providing you with the best possible options for obtaining a tertiary education in the field of your choosing.

**Intermediate Academic Awards:** We recognize that choosing a career in today's competitive and dynamic environment, is a most difficult decision, especially for those who have little or no work experience; hence the reason why many of our programmes are structured to allow for the acquisition of a number of intermediate awards, while on the path to the final award.

These intermediate awards are fully recognized by industry, and can be used to obtain employment and thereby gain valuable work experience while simultaneously allowing for full completion of your selected course of study via part time or other modes. These programmes are ideally suited to working persons who may want to complete their tertiary studies while retaining full time employment.

Most importantly intermediate awards can be used to access related programmes with, in most cases, advanced standing.

**Study facilities:** Most campuses are open 24 hours 7 days a week with security, ensuring that whatever your schedule you have somewhere to study at all times. Students can access study facilities at any of our campuses. Both individual and group areas are provided for use at all campuses.

**Refectory:** Fully functional cafés and vending machines with concomitant informal dining/group study areas are located at three campuses; Opening and closing hours and days are adjusted to ensure that maximum service is provided to our students throughout the year, especially during the months leading up to final examinations.

**Access & Shuttle Service:** All Three (3) of our campuses are located next to major roads and highways making access extremely straightforward whether one is driving or taking a taxi or bus. A daily local shuttle service is provided for students attending our SBCS Trincity campus.

**Parking:** A shuttle service is provided for students on a Saturday who are utilizing our external car parks.

**You'll join a friendly student community spread across 3 campuses.**

Our support staff are student-focused and we pride ourselves on the student experience we offer all our students.

**SBCS provides a unique education;** one that is suited to the 21st Century. We're committed to delivering to our students, programmes that are highly regarded and relevant to the needs of business and industry, using a broad based curriculum, high quality teachers, excellent academic administrators, friendly student services staff and a student-centric learning environment.

You'll learn from expert teachers, who are **both academically qualified and industry experienced**, a combination that places our teaching in a most distinctive place. They are focused on providing you with a first-rate education and preparing you for both a professional career and a successful life.

Our teachers' overarching objective is to equip our students with **both “Know What” and “Know How” knowledge**, so as to ensure that as graduates they are not only fully capable of identifying and articulating problems, but most importantly are confidently able to drive the development and implementation of solutions!

Our high quality teachers are supported by teams of academic administrators who work assiduously to ensure that your needs are met, both academically and administratively.

**Our learning environment is student-centered**, and is designed to facilitate the transformation and development of our students into learners, in a learning ecosystem that is both comfortable and conducive to learning, be it for the individual or group. Our learning ecosystem comprises IT and Engineering labs, libraries with online access to supporting academic resources, wireless internet access, and group and individual study areas.

Our programmes are from some of the most prestigious universities and professional associations in the UK. **Your education at SBCS is a global one**, and we are confident that the value of your qualifications will serve you exceedingly well both locally and globally.

**Our graduates are in demand** throughout the region and are marketable internationally by virtue of holding globally recognized qualifications (degrees, certifications and professional awards).

**To prepare graduates for success in the 21st Century**, SBCS has created a broad based curriculum encompassing

a range of essential employability skills courses to complement our University, Technical and Professional Academic programmes. These soft skills will give our graduates that competitive edge - ensuring that they are not only academically adept but also socially adaptable to any selected work environment. Some key skill areas covered are as follows:

- Oral and written communications
- Critical thinking and problem solving
- Professionalism and work ethic
- Teamwork and collaboration
- Working in diverse teams
- Applying technology
- Leadership and project management
- Ethics

And many more.

**At SBCS we are about preparing our students to lead successful lives in the 21st Century!**

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

- Alvin Toffler

## COMPUTING

### 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 a career in IT may be suited to you.

### QUALIFICATIONS OFFERED AT SBCS

#### Pathway 1

- ABE – Association of Business Executives Level 4 Diploma in Business Management  
Or Matriculation to Higher National Diploma in Computing and Systems Development
- Pearson Education (UK) – Higher National Diploma in Computing
- UoG – University of Greenwich: BSc (Hons) Computing and Information Systems
- UoG – University of Greenwich: MSc Operational Cyber Security
- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration)
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### ENTRY REQUIREMENTS

See Flow Chart -->

### QUALITIES REQUIRED

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

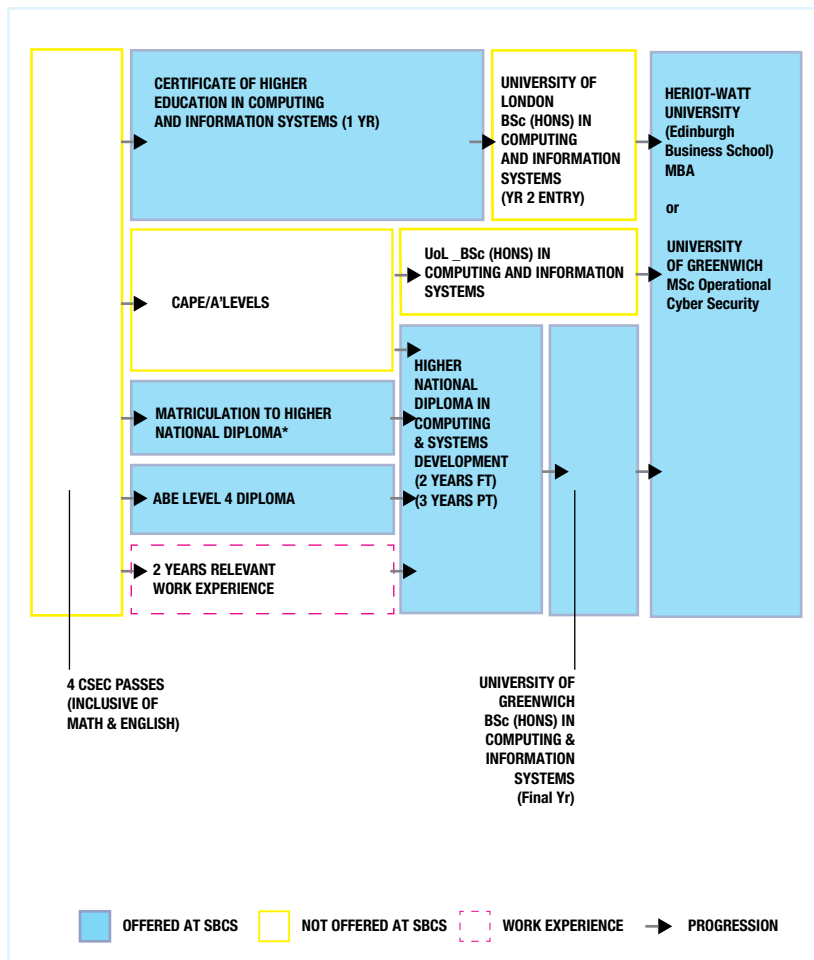
### CAREER OPPORTUNITIES

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

### DETAILS

SBCS - [sbcs.edu.tt](http://sbcs.edu.tt)  
ABE - [abeuk.com](http://abeuk.com)  
Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)  
UoG - [gre.ac.uk](http://gre.ac.uk)  
EBS - [ebsglobal.net](http://ebsglobal.net)





"SBSCS provided the necessary tools and environment conducive to learning. With its knowledgeable and engaging lecturers, student oriented administration and comfortable state of the art study facilities"

Nicholas Seegobin  
 BSc Computing and Information Systems  
 (First Class Honours)  
 University of Greenwich

## OCCUPATIONAL HEALTH & SAFETY

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

SBCS approved Bridging Programmes\*

- SBCS – School of Business and Computer Science: Fundamentals of Health, Safety and Environment
- SBCS – School of Business and Computer Science: Matriculation to BSc (Hons) Occupational Safety, Health and Environment
- UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment
- UoG – University of Greenwich: MSc in Safety, Health and Environment / Occupational Hygiene

### ENTRY REQUIREMENTS

See Flow Chart -->

\*Students with non-standard entry requirements may be required to complete one or both of the bridging programmes listed above.

### CAREER OPPORTUNITIES

Health and Safety Officer, Health Inspector, Regulatory Compliance Officer, Safety Advisor, Safety Engineer

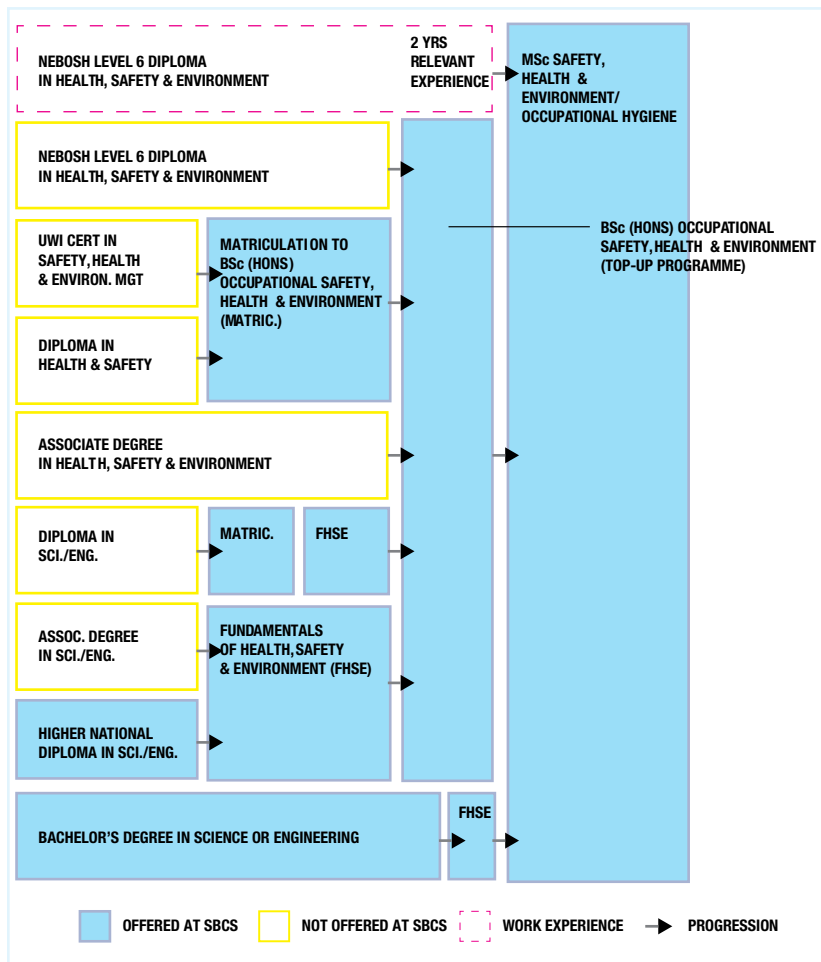
### QUALITIES REQUIRED

Able to work under pressure, problem-solver, ability to understand people and how they relate to their working environments.

### DETAILS

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

UoG - [gre.ac.uk](http://gre.ac.uk)



"SBCS is an institution unlike any other and they are second to none in their category. They provide excellent, experienced, qualified and willing lecturers keen on their students' success. Their faculties are well equipped to grasp and take on any challenge which are posed to their students. I completed all levels of CIPS at this Institution and I have no regrets."

Dana Kurban  
MSc Safety, Health and Environment  
with Distinction

## **MEDIA & COMMUNICATIONS**

### **DESCRIPTION**

The mass media are everywhere you are. The media are multi-faceted and include “legacy media” such as books, newspapers, magazines, radio, television, movies, recordings and the rapidly evolving digital media. Media professionals can find lucrative opportunities across these various media platforms and industries which include the burgeoning creative media sector, as well as the corporate environment working as communications professionals. Moreover, the suite of media programmes is also designed to prepare graduates for the path of entrepreneurship.

### **QUALIFICATIONS OFFERED AT SBSCS**

- SBSCS - Diploma in Media and Design\*
- Pearson Education – Higher National Diploma in Creative Media Production

### **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**

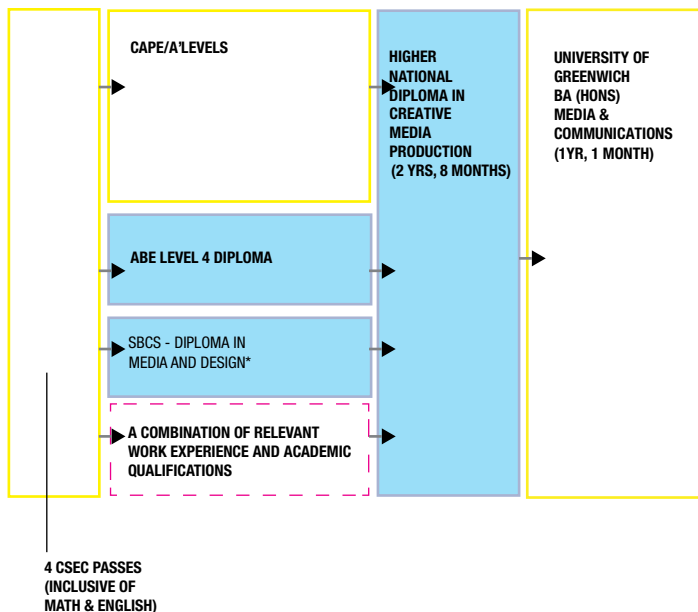
See Flow Chart --> Persons who are interested in this programme, but are not currently employed in the field of Media may be required to provide a supporting portfolio/documentation to assess their eligibility for entry.

### **DETAILS**

SBSCS - [sbcs.edu.tt](http://sbcs.edu.tt) (or email [cmcd@sbcs.edu.tt](mailto:cmcd@sbcs.edu.tt))

Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

UoG - [gre.ac.uk/ach](http://gre.ac.uk/ach)



OFFERED AT SBCS
  NOT OFFERED AT SBCS
  WORK EXPERIENCE
 ➔ PROGRESSION



"Intensive, thorough and truly fulfilling. This programme provides you with a theoretical understanding of the industry as well as practical experiences that are essential for anyone wishing to make a name for themselves as a creative professional."

---

Oprah Francis  
BA (Hons) in Media & Communications  
(First Class Honours)

## LOGISTICS, PROCUREMENT & SUPPLY

### DESCRIPTION

Over the last few years, the areas of logistics, procurement 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.

### QUALIFICATIONS OFFERED AT SBCS

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

### CAREER OPPORTUNITIES

Logistics Coordinator, Logistics Manager, Procurement Officer, Storekeeper

### QUALITIES REQUIRED

Good organisational/negotiating and interpersonal skills, able to assimilate complex, real-time information, creative.

### ENTRY REQUIREMENTS

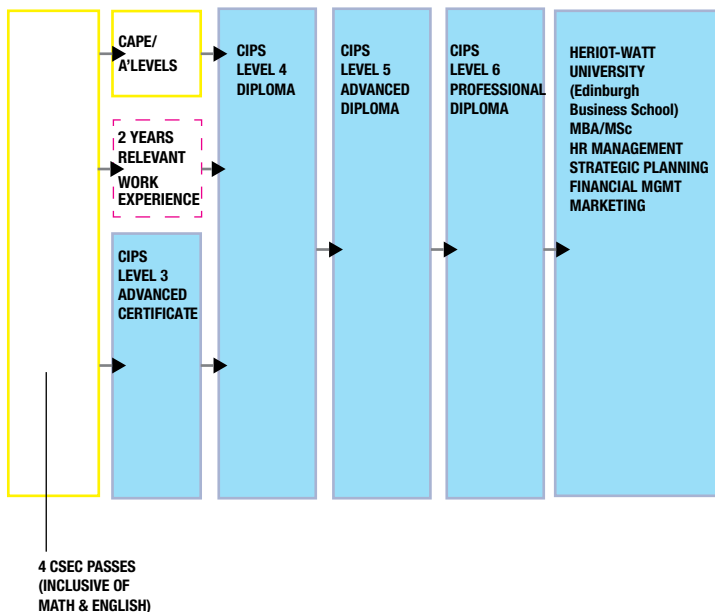
See Flow Chart -->

### DETAILS

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

CIPS - [cips.org](http://cips.org)

EBS - [ebsglobal.net](http://ebsglobal.net)



OFFERED AT SBCS
  NOT OFFERED AT SBCS
  WORK EXPERIENCE
  PROGRESSION



"I completed all levels of CIPS at this Institution and I have no regrets. I am fully qualified in my field and am able to work anywhere around the world since the Institution is accredited with the ACTT. SBCS has made me a more confident business professional in the world of procurement and I am ever grateful. Anyone seeking a good education in business with international qualifications should consider SBCS as their tertiary education institution."

Amy Balchan  
Professional Diploma in  
Procurement & Supply  
(MCIPS)

## ACCOUNTING & FINANCE

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

- ACCA – The Association of Chartered Certified Accountants - Diploma in Financial and Management Accounting (RQF Level 2)
- ACCA – The Association of Chartered Certified Accountants - Diploma in Financial and Management Accounting (RQF Level 3)
- ACCA – The Association of Chartered Certified Accountants - Diploma in Accounting and Business (RQF Level 4)
- OBU – Oxford Brookes University - BSc. in Applied Accounting
- ACCA – The Association of Chartered Certified Accountants - The Premier UK and regional qualification for Accountants and Chief Financial Officers
- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration) with specialism in Finance
- HWU – Heriot-Watt University, Edinburgh Business School: MSc in Financial Management

### CAREER OPPORTUNITIES

Accounts Clerk, Payroll Clerk, Accounts Supervisor, Assistant Accountant, Payroll Manager, Financial Accountant, Management Accountant, Financial Analyst, Budget Analyst, Financial Controller, Tax Accountant, Taxation Advisor, Forensic Accountant, Auditor, Internal Auditor, Treasurer, Lecturer/ Researcher, Chief Financial Officer, Chief Executive Officer, Consultant

### QUALITIES REQUIRED

Logical mind, affinity for numbers, attention to detail, strong analytical skills, problem solver, writing and interpersonal skills, ability to work in teams.

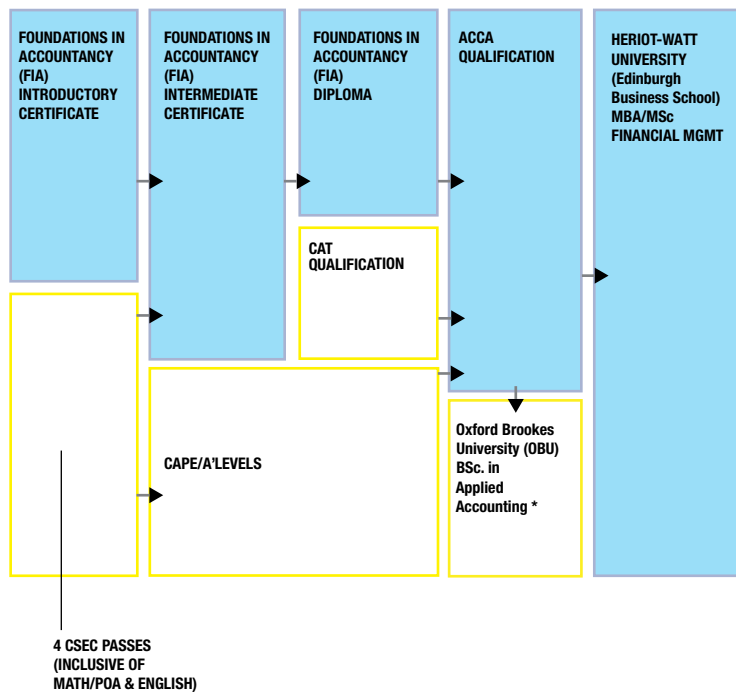
### ENTRY REQUIREMENTS

See Flow Chart -->

### DETAILS

SBCS - [sbcs.edu.tt](http://sbcs.edu.tt)  
ACCA - [accaglobal.com](http://accaglobal.com)  
ICATT - [icatt.org](http://icatt.org)  
EBS - [ebsglobal.net](http://ebsglobal.net)  
OBU - [brookes.ac.uk](http://brookes.ac.uk)





\* BSc. Applied Accounting can be completed while completing ACCA or after

OFFERED AT SBCS
NOT OFFERED AT SBCS
WORK EXPERIENCE
➔ PROGRESSION



"I chose SBCS because of the quality of lecturing, a study conducive environment, opportunities to provide appreciated feedback, staff's professionalism, proximity, cleanliness etc. All areas targeted towards what would make a student more comfortable. I am currently employed as an Internal Auditor in the public sector, having been promoted from accounting responsibilities."

Sheldon Noel  
ACCA Affiliate

## WEALTH & INVESTMENT

### DESCRIPTION

The Chartered Institute for Securities and Investment (CISI) is the leading UK professional body for securities, investment, wealth and financial planning professionals.

The aim of CISI is to set standards of professional excellence and integrity for securities, investment, wealth and financial planning professionals, providing qualifications and promoting the highest level of competence to its members, individuals and firms. Certificate courses offered:

### QUALIFICATIONS OFFERED AT SBCS

- International Introduction to Securities and Investment (IISI)
- International Certificate in Wealth and Investment Management (ICWIM)

### CAREER OPPORTUNITIES

This qualification is for those who work in, or aspire to work in, the investment sector, and are passionately committed to enhancing knowledge, skills and integrity – the three pillars of professionalism at the heart of CISI.

### QUALITIES REQUIRED

Open Entry as these are introductory certification courses

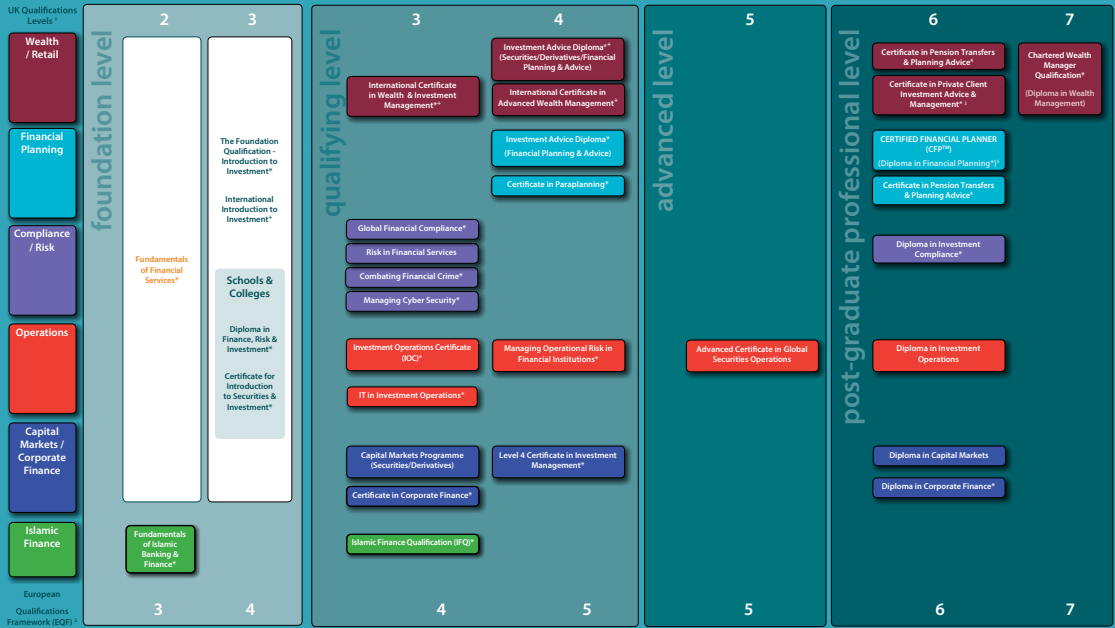
### ENTRY REQUIREMENTS

See Flow Chart -->

### DETAILS

CISI - [CISI.org](http://CISI.org)

# The CISI's Qualifications and Membership Framework



1. This row is a guide only. Qualifications which are regulated by Ofqual and appear on the Regulated Qualifications Framework (RQF) are marked\*.

2. The EQF is an overarching qualifications reference framework that links the qualifications of different countries together. Qualifications that are appropriate for the European Securities and Markets Authority (ESMA) guidelines on knowledge and competence are marked \*.

3. Gap-RIL required for RDR/RFA.

4. The workbook for the Pension Transfers & Planning Advice exam is now available. The first exam sitting will be in December 2017.

CFP®, CERTIFIED FINANCIAL PLANNER® and CFP® are certification marks owned outside the U.S. by Financial Planning Standards Board Ltd.

Chartered Institute for Securities & Investment is the marks licensing authority for the CFP marks in the United Kingdom, through agreement with FPSB.

## ART AND DESIGN

### DESCRIPTION

Art and Design are about creative expression, visual communication and problem solving. It is about planning, analysing and creating visual solutions to communication challenges 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.

### QUALIFICATIONS OFFERED AT SBCS

- SBCS - Diploma in Media and Design
- Pearson Education – Higher National Diploma in Art and Design
- UoS – University of Sunderland: BA (Hons) in Graphic Design

### CAREER OPPORTUNITIES

Communication Designer, Illustrator, Web Designer, Marketing Officer, Animator, UX/UI Designer

### QUALITIES REQUIRED

Creative thinker who enjoys working to design and develop creative solutions, with an eye for seeing the bigger picture.

### ENTRY REQUIREMENTS

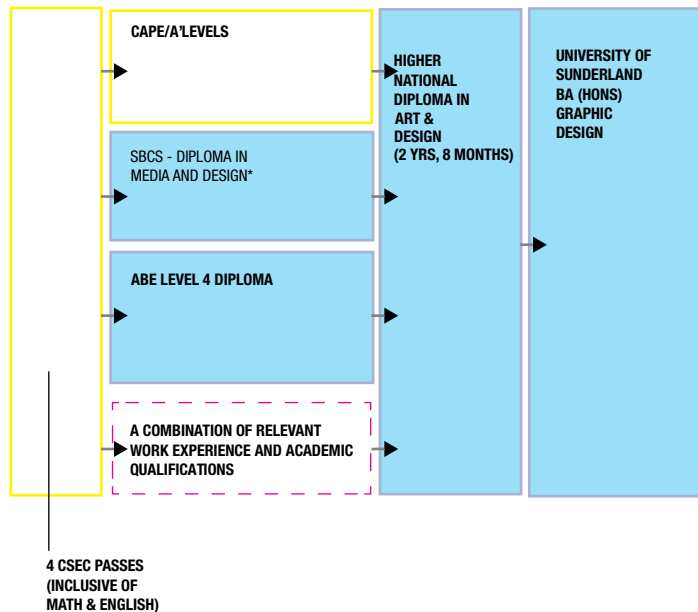
See Flow Chart --> Persons who are interested in this programme, but are not currently employed in the field of graphic design may be required to attend an entry interview and provide a supporting portfolio to assess their eligibility for entry into the programme.

### DETAILS

SBCS - [sbcs.edu.tt](http://sbcs.edu.tt) (or email [cmcd@sbcs.edu.tt](mailto:cmcd@sbcs.edu.tt))

Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

UoS - [sunderland.ac.uk](http://sunderland.ac.uk)



OFFERED AT SBCS
  NOT OFFERED AT SBCS
  WORK EXPERIENCE
  PROGRESSION



“These programmes have been both fun and stimulating, but most of all they have inspired me to challenge myself as a small business owner and designer.”

---

Rayhaan Joseph  
 HND Graphic Design - 2012;  
 BA (Hons) Media and Communications  
 Second Class Honors (1st Division)  
 University of Greenwich

## CONSTRUCTION & THE BUILT ENVIRONMENT (BUILDING SERVICES ENGINEERING) - HVAC

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

- SBCS - Diploma in Electrical and Mechanical Engineering Technology
- Pearson Education – Higher National Diploma in Construction and the Built Environment
- UoG – University of Greenwich: BSc (Hons) Engineering Management (Construction)
- SBCS – Fundamentals of Health, Safety and Environment
- UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment
- HWU – Heriot-Watt University, Edinburgh Business School: MBA Masters in Business Administration
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### 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 -->

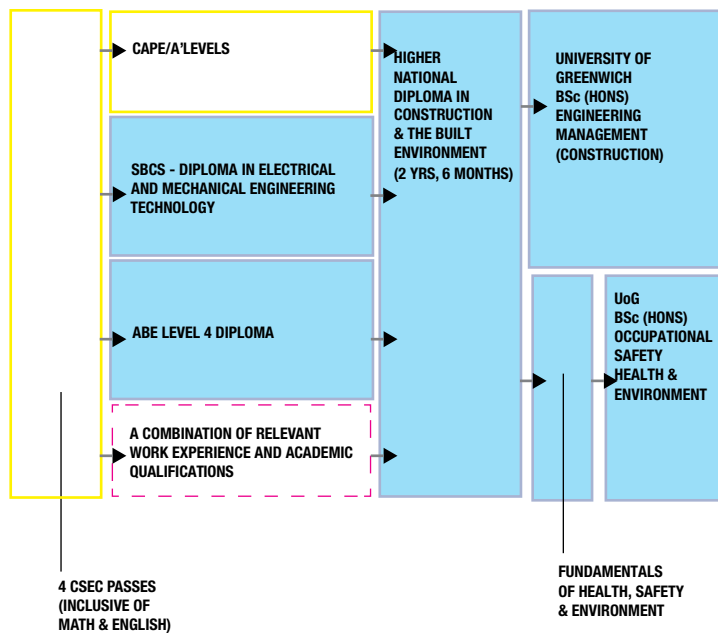
### DETAILS

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

UoG - [gre.ac.uk](http://gre.ac.uk)

Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

EBS - [ebsglobal.net](http://ebsglobal.net)



"Pursuing the BTEC HND Building Services Engineering programme gave me a great foundation and concrete understanding in buildings. This allowed me to build a strong foundation of knowledge to further my studies in BSc. (Hons.) OSHE and Engineering Management (Construction)."

Astrid Bayley  
BTEC HND in Construction and The Built Environment  
(Building Services Engineering) ;  
BSc. (Hons) in Occupational Safety, Health and Environment  
(First Class Honours) ;  
BSc. (Hons) in Engineering Management (Construction)  
(First Class Honours)

## ENGINEERING

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

- SBCS - Diploma in Electrical and Mechanical Engineering Technology
- City & Guilds – Diploma in Plumbing
- City & Guilds – Diploma in Refrigeration and Air Conditioning
- City & Guilds – Diploma in Electrical Installation
- City & Guilds – Certificate in Engineering - Electrical and Electronic Technology
- City & Guilds – Diploma in Engineering - IVQ Electrical and Electronic Engineering
- Pearson Education – Higher National Diploma in Electrical and Electronic Engineering (EEE)
- Pearson Education – Higher National Diploma in Mechanical Engineering (ME)
- UoG – University of Greenwich: BEng (Hons) in Electrical and Electronic Engineering Technology
- UoG – University of Greenwich: BEng (Hons) in Mechanical Engineering \*

### 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 -->

### DETAILS

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

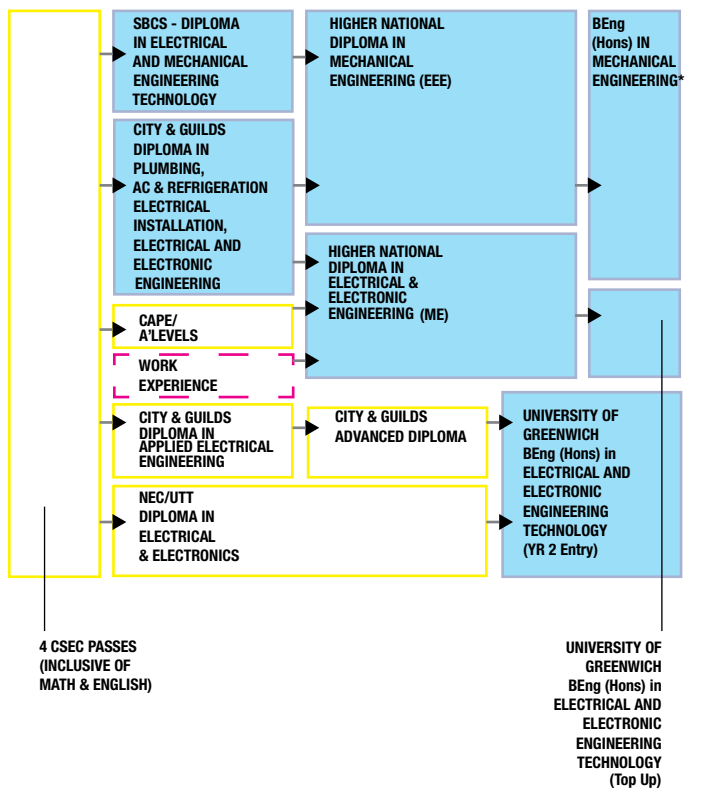
Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

UoG - [gre.ac.uk](http://gre.ac.uk)

City & Guilds - [cityandguilds.com](http://cityandguilds.com)

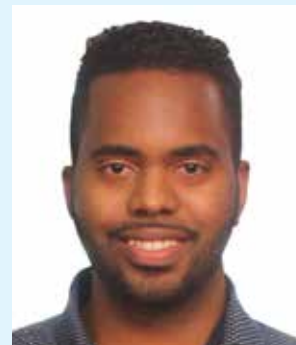
\* Subject to MOE/ACTT approval.





\* Subject to MOE/ACTT approval.

OFFERED AT SBCS
  NOT OFFERED AT SBCS
  WORK EXPERIENCE
 ➔ PROGRESSION



“The experiences with the lecturers and administrators at SBCS are often pleasant because they do try their best to help you succeed.”

Joel Holder  
 BEng (Hons) in Electrical and Electronic  
 Engineering Technology  
 (First Class Honours)

## INTERNATIONAL BUSINESS

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBSCS

- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration) with specialism in Finance
- HWU – Heriot-Watt University, Edinburgh Business School: MSc in Financial Management
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### CAREER OPPORTUNITIES

Import/Export Manager, Country / Regional Manager, Consultant / Chief Executive Officer

### QUALITIES REQUIRED

Strong interpersonal skills and communication skills, appreciation for diverse cultures, patience, diplomacy.

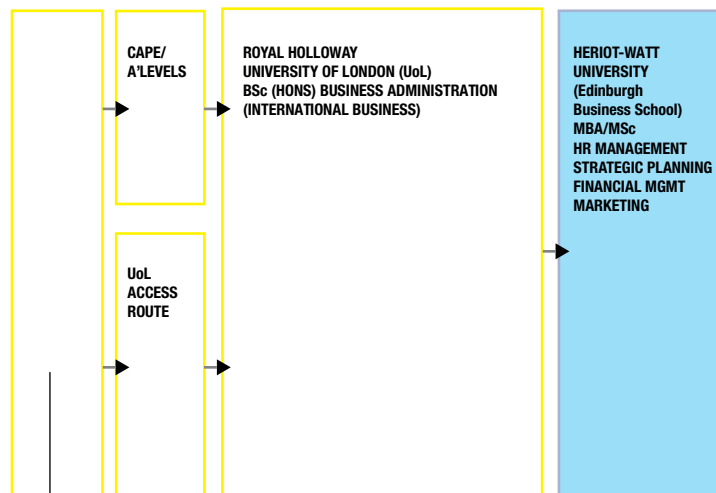
### ENTRY REQUIREMENTS

See Flow Chart -->

### DETAILS

SBSCS - [sbcs.edu.tt](http://sbcs.edu.tt)

EBS - [ebsglobal.net](http://ebsglobal.net)



4 CSEC PASSES  
(INCLUSIVE OF  
MATH & ENGLISH)

OFFERED AT SBCS
NOT OFFERED AT SBCS
WORK EXPERIENCE
➔ PROGRESSION



“The flexible study options are also ideal for individuals working full-time. My lecturers and classmates have all contributed to my success in this programme. I look forward to the next stage of my career.”

---

Tiffany Hercules-Jerome  
 MBA  
 University of Sunderland  
 Legal Counsel  
 Ministry of Housing and Urban  
 Development

## BUSINESS MANAGEMENT

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

- SBCS - Diploma in Applied Business Studies
- ABE – Association of Business Executives – Level 4 Diploma in Business Management
- ABE – Association of Business Executives – Level 5 Diploma in Business Management
- Pearson Education – Higher National Diploma in Business
- UoS – University of Sunderland: BA (Hons) in Business Management or Business and Marketing
- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration) with specialisms in Human Resource Management, Finance, Marketing or Strategic Planning
- HWU – Heriot-Watt University, Edinburgh Business School: MSc Human Resource Management, Financial Management, Marketing or Strategic Planning
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### ENTRY REQUIREMENTS

See Flow Chart -->

### DETAILS

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

ABE - [abeuk.com](http://abeuk.com)

Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

UoS - [sunderland.ac.uk](http://sunderland.ac.uk)

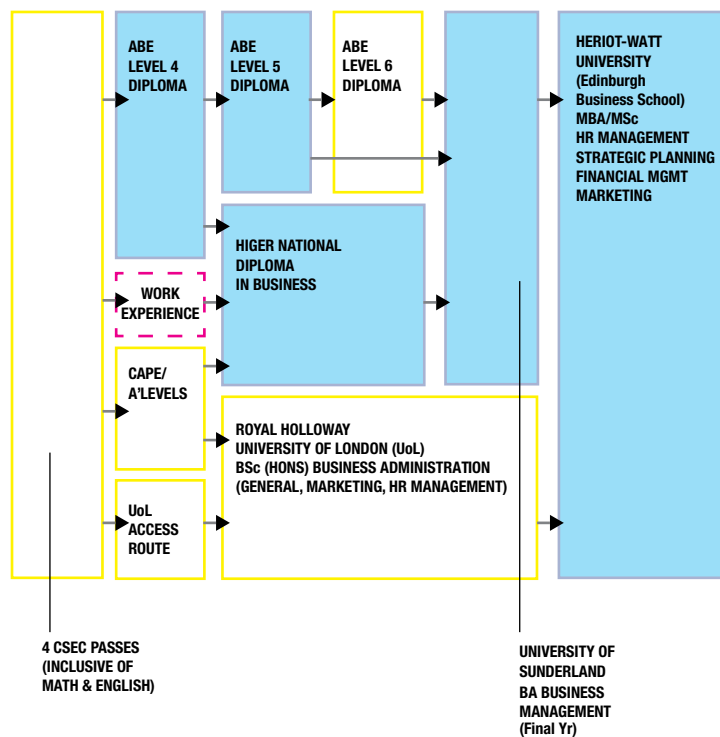
EBS - [ebsglobal.net](http://ebsglobal.net)

### 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 multi-task.



OFFERED AT SBCS
  NOT OFFERED AT SBCS
  WORK EXPERIENCE
 ➔ PROGRESSION



“Choosing the UOS BABM degree was one of my greatest life choices. Excellent lecturers, conducive environment for learning, integrated with a practical, engaging and transformational curriculum from an educational standpoint.”

Ronald Charles  
 BA (Hons) Business Management  
 (Second Class Honours, First Division)  
 University of Sunderland

## HUMAN RESOURCE MANAGEMENT

### DESCRIPTION

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.

### QUALIFICATIONS OFFERED AT SBCS

- SBCS - Diploma in Applied Business Studies
- ABE – Association of Business Executives – Level 4 Diploma in Business Management
- ABE – Association of Business Executives – Level 5 Diploma in Business Management
- ABE – Association of Business Executives – Level 6 Diploma in Business Management
- Pearson Education – Higher National Diploma in Business
- UoS – University of Sunderland: BA (Hons) in Business Management
- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration) with specialisms in Human Resource Management, Finance, Marketing or Strategic Planning
- HWU – Heriot-Watt University, Edinburgh Business School: MSc Human Resource Management, Financial Management, Marketing or Strategic Planning
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### ENTRY REQUIREMENTS

See Flow Chart -->

### DETAILS

SBCS - [sbc.edu.tt](http://sbc.edu.tt)

ABE - [abeuk.com](http://abeuk.com)

Pearson - [qualifications.pearson.com](http://qualifications.pearson.com)

UoG - [gre.ac.uk](http://gre.ac.uk)

UoS - [sunderland.ac.uk](http://sunderland.ac.uk)

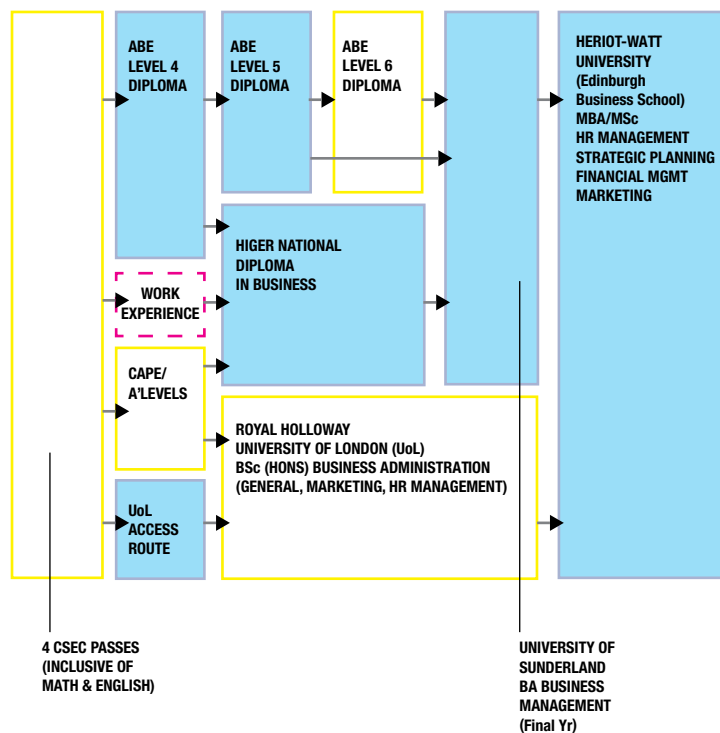
EBS - [ebsglobal.net](http://ebsglobal.net)

### CAREER OPPORTUNITIES

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

### QUALITIES REQUIRED

Strong interpersonal and communications skills, diplomacy, an understanding of organisational and human culture, communication and conflict resolution skills.



"This program has given me a deeper knowledge of the changing business environment. I am more equipped with the skills to lead others effectively for their own and my success."

Michelle Thompson-Young  
MSc. Human Resource Management  
Edinburgh Business School  
Heriot-Watt University

## 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

- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration) with specialisms in Human Resource Management, Finance, Marketing or Strategic Planning
- HWU – Heriot-Watt University, Edinburgh Business School: MSc in Marketing
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

### 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

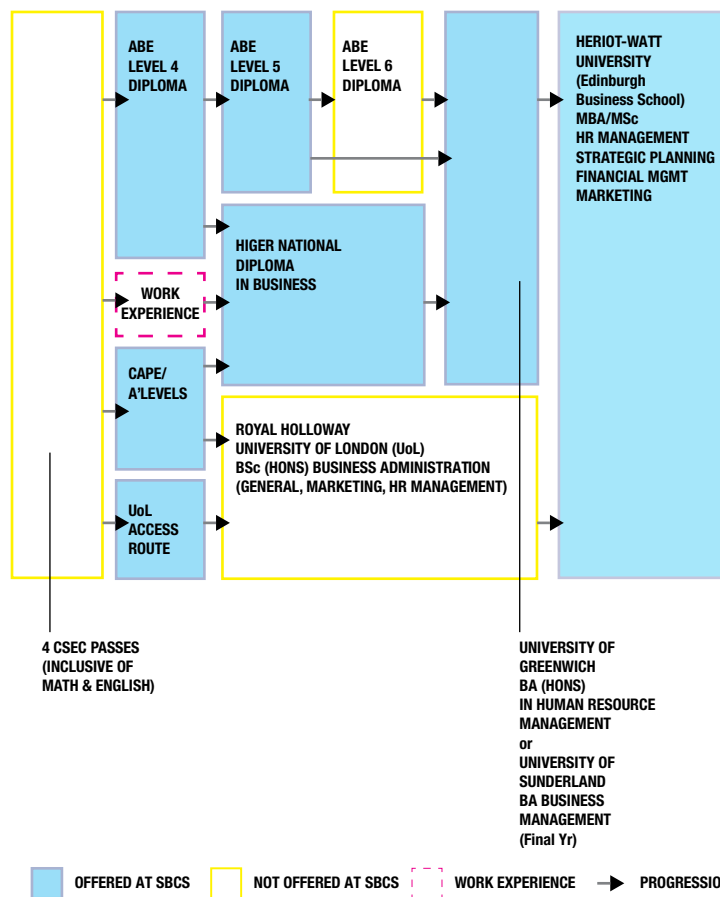
See Flow Chart -->

### DETAILS

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

EBS - [ebsglobal.net](http://ebsglobal.net)





"The Edinburgh Business School's MSc. in Marketing is ideal in that I could tailor my post-graduate studies to suit my career as it relates to the business-to-business environment in which I work."

Jasmine Minty  
 MBA  
 Edinburgh Business School  
 Heriot-Watt University

## 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 (CITE) offers a full range of IT and Engineering courses and programmes both on-site and off-site.

Please visit our website and go to Centre for Information Technology and Engineering (CITE), under the Academic Centres tab 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** - Adobe CS6 – Illustrator, Photoshop and InDesign,
- **Computer-aided Designer / Draughtsman** - AutoCAD
- **Web Developer** - Develop websites with HTML, CSS, JavaScript & more.
- **Computer Repair / Network Technician** - Computer Repairs, A+, Network+, CISCO Certified Network Associate, Fibre Optics Installer

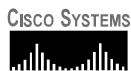
- **Systems Administrator / Engineer** - Microsoft Certified Solutions Associate / Expert (Windows Server), ITIL Foundation Certification, Linux+
- **Database Administrator** - Microsoft Certified Solutions Associate/Expert (SQL Server), Introduction to SQL
- **Cyber Security** – CySA+, PenTest+, CASP
- **Automotive Maintenance** – Basic Automotive Maintenance, Engine Repairs, Servicing & Repairing Hybrid and Electric Vehicles.
- **Electrical and Electronics** – Programmable Logic Controllers, Electric Motor Control, 3-Phase Power, Electrical Installation
- **Renewable Energy** – Photovoltaic Systems, Wind Power
- **Plumbing**
- **AC Repairs and Maintenance**



“I would like to become a Fibre Designer. The first step I needed was AutoCAD experience. SBCS provided me with everything I was looking for and more. I am that much closer in furthering my job spec and reaching the job I want. I would advise anyone looking to do AutoCAD or a refresher course this is the place to be.”

---

Jason Sheppard



Advanced Infrastructure Solutions  
Networking Infrastructure Solutions  
Information Worker Solutions



## PROFESSIONAL DEVELOPMENT & PROJECT MANAGEMENT SHORT 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 on-site and off-site.

Please visit our website and go to Corporate Training Centre (CTC), under the Academic Centres tab for detailed outlines, and a full listing of our Training and Development Courses. Our areas of training include:

- A Practical Approach to Taxation
- CAPM® and PMP® Certification (PMI USA)
- Effective Business Communication (Writing & Speaking)
- Digital Marketing
- Facilities Management – Building Services Maintenance
- High Performance Team Building
- Inventory and Warehouse Management
- Logistics and Purchasing Management

- Office Administration
- OSHA General and Construction Industry
- Project Management for Business Professionals
- Psychology & Emotional Intelligence
- Public Relations and Corporate Communications
- Sales and Marketing
- Supervisory Management
- Human Resource Management
- Train the Trainer with Emotional Intelligence
- and many more...



“CAPM has provided me with the foundation of proper project management principles. This course is one of the few courses I have done which is applicable straight away in the work environment.”

---

Marina Maharaj  
Project Manager  
Guardian Group – Guardian Shared  
Services Limited



PMI, PMP and CAPM are registered marks of the Project Management Institute, Inc.  
SBCE is a Global Registered Provider with PMI.

## MEDIA & DESIGN SHORT COURSES

SBCS' Centre for Media , Communication & Design (CMCD) is a specialised department operating at the Trincity Campus. The CMCD department focuses on the delivery of Media and Design related courses. It is outfitted with state-of-the-art training rooms and computer labs as well as complete sound and television studios.

Please visit our website and go to Centre for Media , Communication & Design (CMCD) for detailed outlines, and a full listing of our courses:

- Adobe After Effects CS6
- Principles of Digital Photography
- Acing Media Interviews
- Video Production Techniques: A Complete Guide from Script to Screen
- Digital Audio Production and Engineering 101
- Interview Techniques for Journalist
- Voice Articulation: Presenting for Broadcasting
- Video and Photography Elements

## 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 SBSCS, 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:

Email: [studentservices@sbcs.edu.tt](mailto:studentservices@sbcs.edu.tt)  
Tel.: **663-7227 ext. 1290-3**

## SBCS TESTING CENTRE



Trinidad & Tobago's first high stakes Prometric Academic Testing Center was opened on Saturday, March 19, 2016 at our **Trincity Campus**.

Address - Corner Beaulieu Avenue & Trincity Boulevard  
Email - [testingcentre@sbc.edu.tt](mailto:testingcentre@sbc.edu.tt)  
Phone - 1 868 663 7227 ext 1122/1125/1520

This centre delivers international certifications from:

- GRE Programs
- Project Management Institute
- TOEFL Programs
- Institute of Certified Management Accountants
- Institute of Electrical and Electronics
- United States Medical Licensing Examination - Step 1 / 2
- American Society for Quality
- National Board of Medical Examiners
- American Petroleum Institute
- Society of Actuaries
- The Society of Human Resource Management



Castle develops in areas which include engineering, medical technology, and physical fitness tests for the certification or licensure of professionals.

Candidates interested in registering for an examination can refer to the Castle website at [www.castleworldwide.com/](http://www.castleworldwide.com/)  
Available at our **Champs Fleurs Campus**.



SBCS offers the service of completing the registration process for candidates for the following examinations:

- CompTIA A+ (220-901 & 220-902)
- CompTIA Network + (N10-006)
- Microsoft Certified Solutions Expert (MCSE)
- Microsoft Certified Solutions Associate (MCSA)
- Microsoft Certified Technology Specialist (MCTS)
- Microsoft Certified IT Professional (MCITP)
- Microsoft Certified Professional (MCP)

Candidates interested in registering for all other examinations offered by this Test Centre, can refer to the Pearson Vue website at <https://home.pearsonvue.com/>  
Available at our **Champs Fleurs Campus**.



Kyterion has built their global Kryterion Testing Network (KTN) through establishing strategic partnerships with professional organizations such as colleges, universities, as well as testing and training companies. Their rapidly expanding network ensures that test takers have convenient access to high-quality testing facilities.  
Available at our **Champs Fleurs Campus**.



SBCS is an Authorised Autodesk Training Centre and an Autodesk Authorized Certification Centre (ACC) for the Autodesk Certification examinations.

- The AutoCAD Certified User examination is included in AutoCAD 2017 - Essentials and Intermediate (Level 1).
  - The AutoCAD Certified Professional examination is included in AutoCAD 2017 - 2D Drafting (Level 2).
- Available at our **Champs Fleurs Campus**.





bachelors • masters • doctorate  
corporate • short-term



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

CHAMPS FLEURS  
53-54 Sagan Dr.  
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Cocoyea Village  
Tel: 652-2388  
[sanfernando@sbcs.edu.tt](mailto:sanfernando@sbcs.edu.tt)

TRINCITY  
Cnr. Beaulieu Av.  
& Trincity Blvd.  
Tel: 640-7090  
[trincity@sbcs.edu.tt](mailto:trincity@sbcs.edu.tt)

- Accountancy & Finance
- Human Resources
- Business
- Project Management
- Marketing
- Logistics, Procurement & Supply
- Media & Communications
- Information Technology
- Engineering
- Health & Safety
- Facilities Management
- Art & Design
- Wealth & Investment