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## **Vision**

To be the premier provider of globally recognized and industry-relevant tertiary education and training in the region.

## **Mission**

To deliver industry-relevant tertiary education and training, using a student 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.

## **Primary Objective**

To transform our students into innovative, ethical and creative life-long learners, with a drive for excellence, and a passion for challenges, matched only by their desire to enrich our global community.

## **Corporate Mantra**

Critically at SBCS, we are about delivering excellence, at a profit if we can, at a loss if we must, but always excellence!!

## Welcome from the 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 the career pathways available to you at SBCS.

Careers are integral to the pursuit and attainment of a purposeful and successful life. Careers enable you to focus on a specific area, acquire knowledge and build a profession. This booklet aims to help prospective and current students understand how the various programmes at SBCS can help them achieve their dreams.

Our primary objective is to transform our students into innovative, ethical and creative life-long learners, with a drive for excellence, and a passion for challenges, matched only by their desire to enrich our global community.

Our underlying philosophy is to continually seek to simultaneously incorporate the emerging concepts of management, technology and education with the imperatives of the global market place, present and future, thus ensuring that our graduates are INDUSTRY RELEVANT and GLOBALLY RECOGNISED.

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  
Executive Director

### Recognition by:

1. SBCS is a registered institution with the Accreditation Council of Trinidad and Tobago (ACTT).
2. The Ministry of Education of Trinidad and Tobago

SBCS works closely with the following Universities, Professional Associations and Corporations in delivering a number of programmes throughout the region:

- Edinburgh Business School – Heriot-Watt University (UK)
- University of London, (UK)
- University of Greenwich (UK)
- University of Dundee (UK)
- University of Sunderland (UK)
- University of Leicester (UK)

- ABE – Association of Business Executives (UK)
- ACCA – Association of Chartered Certified Accountants (UK)
- CIPS- Chartered Institute of Purchasing and Supply (UK)
- CIM- Chartered Institute of Marketing (UK)
- City & Guilds (UK)
- Edexcel (UK)
- PMI® – Project Management Institute (USA)
- Microsoft (USA)
- AutoDesk (USA)
- Prometric and Vue Testing Services
- EC-Council (USA)



**HERIOT-WATT  
UNIVERSITY**



**UNIVERSITY  
of GREENWICH**



**UNIVERSITY  
OF LONDON**



**University of  
Leicester**



**University of  
Sunderland**



Learning Solutions  
Advanced Infrastructure Solutions  
Networking Infrastructure Solutions  
Information Worker Solutions



# Profile Of School Of Business & Computer Science Limited

## “Unlocking the Human Potential”

Established in 1987, the School of Business & Computer Science’s flagship campus is strategically located in Champs Fleurs. Nestled on the foothills of the Northern Range, the tranquil and scenic surroundings provide the ideal learning environment for our students.

Our Champs Fleurs campus includes fully furnished and air-conditioned facilities, equipped with the latest technology: over thirty classrooms, study rooms, a library, nine computer labs, an Electronics and Telecommunications lab and a Computer Based Testing Centre (CBT) for Microsoft Office Specialist, A.C.C.A., Prometric (MCITP, A+, Network+, AutoCAD, etc.) and Pearson VUE, Prometric, Cisco, CIW, Comptia etc.

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. Our campus in Port-of-Spain includes eight (8) computer labs and five (5) training rooms. This branch is also the centre for our Higher National Diploma (HND) Media 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 (obliquely opposite the Mon Repos Fire Station). A significant contribution is made to the national economy by businesses operating in the southern city. However, southern business entities and individuals have traditionally faced challenges in accessing high quality tertiary education and training in South. It is with this in mind that SBCS decided to take our services to the city of San Fernando.

SBCS has a new campus in the east 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. Rest assured that 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.

# SBCS Campuses Across The Island Of Trinidad:

Presently a select set of courses are offered in Tobago, however, we do not as yet have a campus in Tobago.

## Where are we located?

The School of Business and Computer Science Ltd. has four Campuses in Trinidad.

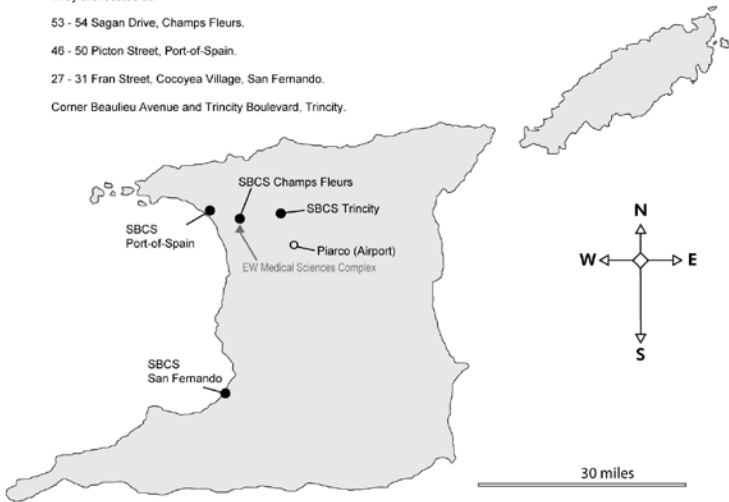
They are located at:

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 Trinity Boulevard, Trinity.



## 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 patur – “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 successful career and life.

Dr. Robin Rabindranath Maraj  
Executive Director

# **BUSINESS & MEDIA CAREERS:**

## **ACCOUNTING & FINANCE**

<http://www.sbcs.edu.tt/departments/ATEC.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

Accounting and Finance professionals are highly regarded throughout the business world. These professionals are responsible for designing, developing, maintaining and enhancing the financial systems of organizations. They are also involved in other areas such as taxation, auditing and management accounting. These professionals are in demand globally, and this demand will only increase in the foreseeable future.

A career in Accounting and Finance can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

Accounting and Finance students must possess a logical mind and an affinity for numbers. Attention to detail, strong analytical skills and problem-solving capabilities are also important for success. As you move up the career ladder you will be required to produce management reports and work with teams; as a result, writing and interpersonal skills become important and must be nurtured.

If you are seeking a rewarding career in Accounting, Auditing, Taxation, Financial Management and Management Accounting, either locally or internationally, then our globally recognized programmes will provide you with the right skill set.

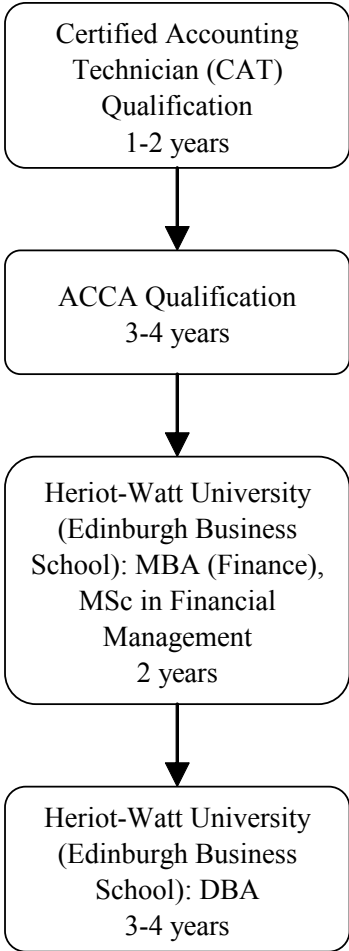
### **Typical job options/career paths:**

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

- Students with CXC/O'Levels can begin with the CAT programme. This programme can be completed in approximately 1-2 years, and CAT graduates are exempted from Module 1 of the ACCA programme and start at Module 2
- Students with CAPE/A'Levels can begin with the ACCA programme. This programme can be completed in approximately 3-4 years.
- Further study at the Master's and Doctoral levels is available to students who want to advance their education and broaden their skill set.
- SBCS offers additional training via the following short business courses:
  - o Payroll, Budgeting and Finance
  - o Practical Business Taxation
  - o Peachtree Accounting



# ACCOUNTING & FINANCE CAREER PATHWAY @ SBCS



## BANKING & FINANCE

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

Banks and banking related organizations are primarily responsible for providing the financing that keeps organizations afloat/viable in today's turbulent world. There is a tremendous demand for banking professionals in today's world as organizations and individuals seek creative, innovative, legal and ethical ways to raise capital/credit.

A career in Banking can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

Banking students must possess a logical mind and an affinity for numbers. Attention to detail and strong analytical skills are also important for success. As you move up the career ladder you will be required to produce analytical reports and work with teams. Additionally, when interacting with the public, the ability to communicate both in writing and in person becomes essential, since survival depends on the confidence of the public. Thus, a successful banker is able to not only provide sound advice based on careful and detailed analysis, but must have the ability to inspire confidence and trust. To do this strong communication and interpersonal skills are essential.

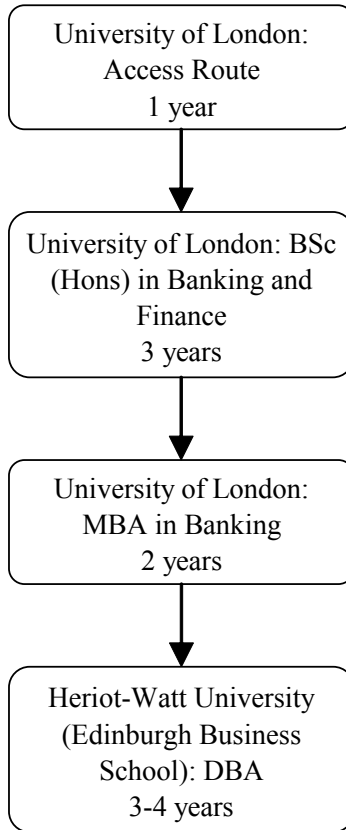
If you like working with people, have a well developed instinct for business, is interested in local and global finance and dream of someday working for a local or international financial institution then our globally recognized programmes will provide you with the right skill set.

### Typical job options/career paths:

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

- Students with CXC/O'Levels as their highest qualification can gain access to the University of London BSc (Hons) in Banking and Finance programme via the access route. The access route programme can be completed in approximately 1 year.
- Students with CAPE/A'Levels as their highest qualification can gain direct entry into the BSc (Hons) in Banking and Finance programme. This programme can be completed in approximately 3 years.
- Further study at the Master's and Doctoral levels is available to students who want to advance their education and broaden their skill set.

## BANKING & FINANCE CAREER PATHWAY @ SBCS



# HUMAN RESOURCE MANAGEMENT

<http://www.sbcs.edu.tt/departments/CCPP.html>

<http://www.sbcs.edu.tt/departments/UOG.html>

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

An organization's greatest resource is its people. Consequently, one of the most important management positions is the HR Manager. This individual ensures that the organization creates and fosters the best environment for productive work to take place such that the organization 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.

A career in Human Resource Management can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

Human Resource Management students must possess strong interpersonal and communication skills since they will primarily be working with people. Diplomacy, an understanding of organizational and human culture, communication and conflict resolution skills are but a few natural traits a successful HR worker needs to develop.

If you have a passion for helping others realize their potential and dream of working for a local or international organisation in the area of a Human Resource Management or as an independent consultant then our globally recognized programmes will provide you with the right skill set

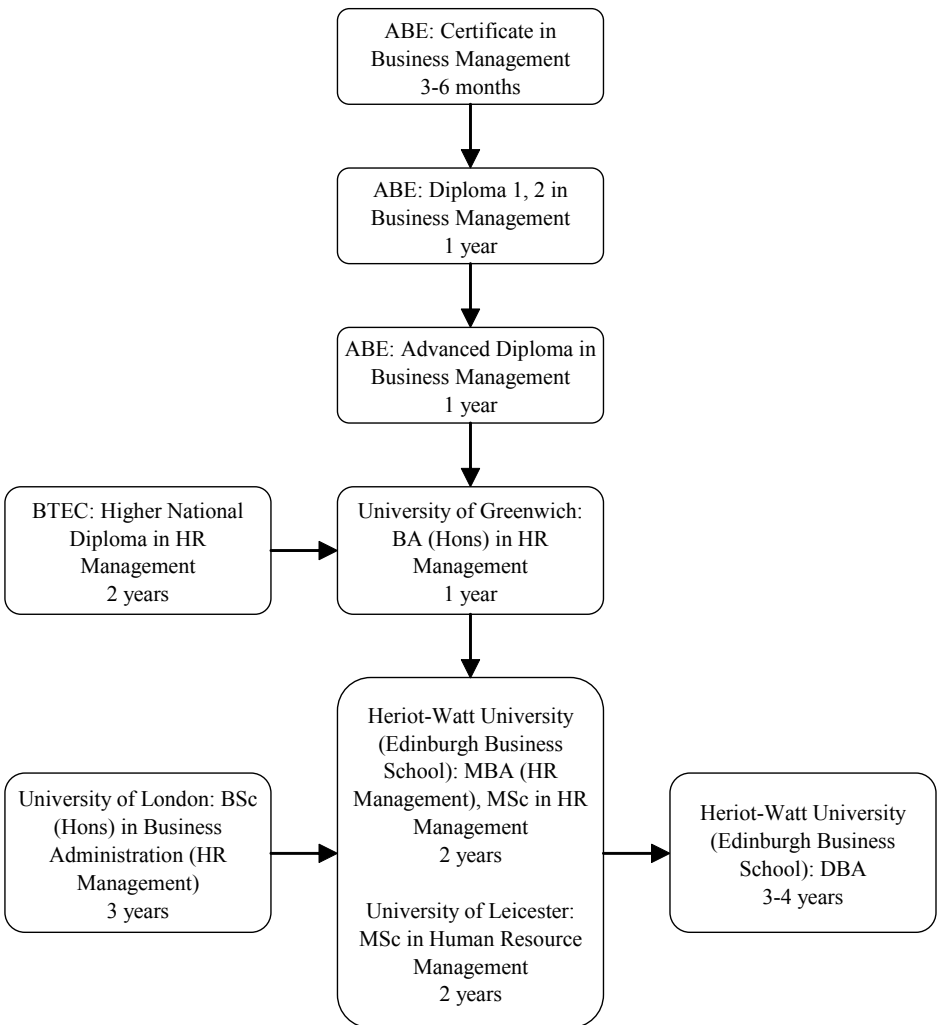
## Typical job options/career paths:

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.

- Students with CXC/O'Levels as their highest qualification can begin with the ABE Business Management programme at the Certificate level. All levels of the ABE programme can be completed in approximately 2 ½ years.
- Students with CAPE/A'Levels as their highest qualification have 3 options from which a career in human resource management can be pursued:
  - Students can begin with the ABE Business Management programme at the Diploma 1 level. Students who enter at the Diploma 1 level can complete all levels of the ABE programme in approximately 2 years.
  - Students can begin with the BTEC HND in Human Resource Management programme which can be completed in approximately 2 years.

- Students can begin with the University of London BSc (Hons) in Business Administration programme (with a specialism in Human Resource Management) which can be completed in approximately 3 years.
- Further study at the Master’s and Doctoral levels is available to students who want to advance their education and broaden their skill set.

## HUMAN RESOURCE MANAGEMENT CAREER PATHWAY @ SBCS



## INTERNATIONAL BUSINESS

<http://www.sbcs.edu.tt/departments/CCPP.html>

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

Organizations in order to succeed in today's interconnected global environment must be able to do business globally. International business professionals are the persons in organizations responsible for ensuring that global links with partners and customers are developed, maintained and cultivated, so as to ensure that the organization'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 organization's reputation and products remain at the highest level.

A career in International Business can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

International Business students must possess strong interpersonal and communication skills since working as a member of a team is required. A natural appreciation for diverse cultures, patience, diplomacy and effective communication skills are critical for success.

If you dream of working for an international organisation in a foreign country then our globally recognized programmes will provide you with the right skill set

### **Typical job options/career paths:**

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

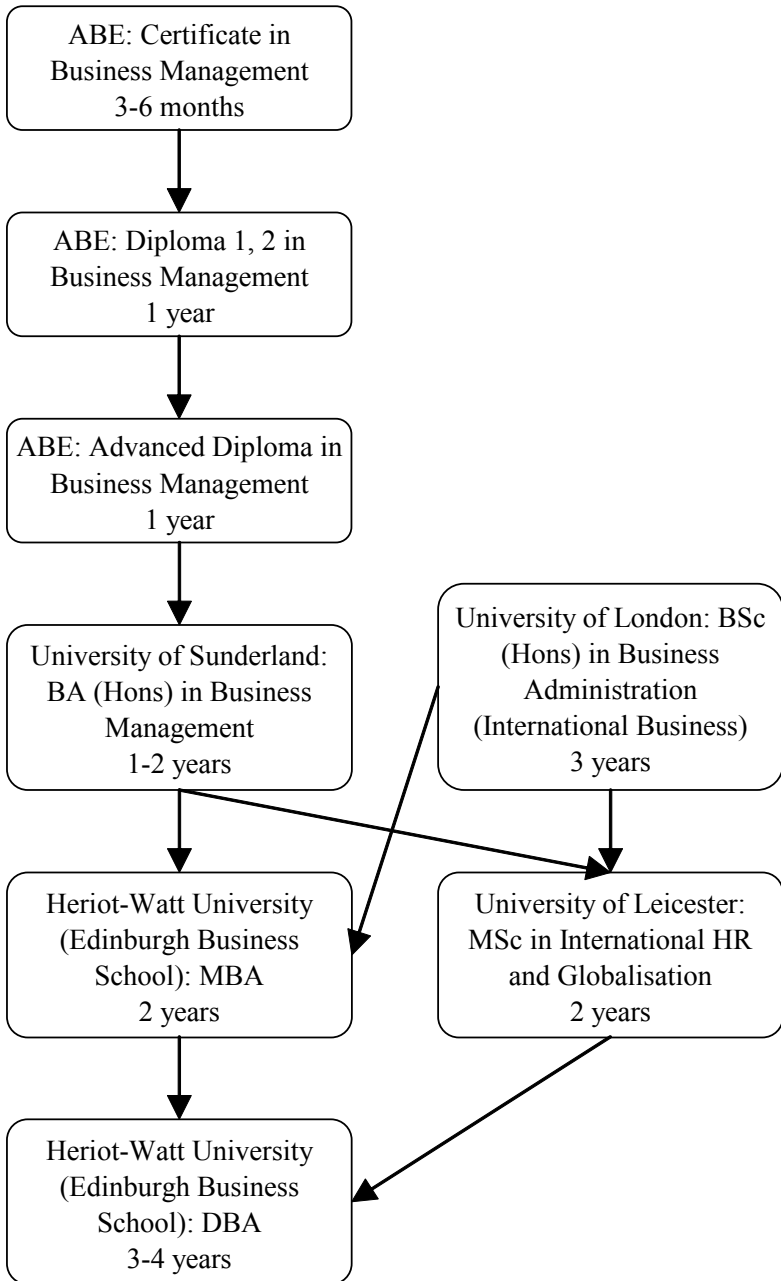
Students with CXC/O'Levels as their highest qualification can begin with the ABE Business Management programme at the Certificate level. All levels of the ABE programme can be completed in approximately 2 ½ years.

Students with CAPE/A'Levels as their highest qualification have two (2) options from which a career in international business can be pursued:

- Students can begin with the ABE Business Management programme at the Diploma 1 level. Students who enter at the Diploma 1 level can complete all levels of the ABE programme in approximately 2 years.
- Students can begin with the University of London BSc (Hons) in Business Administration programme (with a specialism in International Business) which can be completed in approximately 3 years.

Further study at the Master's and Doctoral levels is available to students who want to advance their education and broaden their skill set.

# INTERNATIONAL BUSINESS CAREER PATHWAY @ SBCS



## LOGISTICS, PURCHASING & SUPPLY

<http://www.sbcs.edu.tt/departments/CCPP.html>

Over the last few years, the areas of logistics, purchasing and supply have received a lot of attention and rightly so. For many organizations purchasing can run into the hundreds of millions and consequently requires trained professionals. Ensuring that an organization has the right stock of raw material or finished products at any time without overstocking, is more than just an art, it is now also a science. The efficient distribution of products to customers in cost effective manner is a complex activity in today's world where organizations are not resident in any one country.

This area of logistics, purchasing and supply is growing at a stupendous pace and organizations throughout the globe are recruiting professionals in this area.

A career in Purchasing and Supply can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

Logistics/ purchasing and supply students must be well organized and able to assimilate complex, real-time information. Dealing with constraints and finding creative alternatives under pressure are an integral part of this line of work. Negotiating and interpersonal skills are also essential.

If you have a natural aptitude for commerce and are well organized, this may be the right field for you.

### **Typical job options/career paths:**

Logistics Coordinator, Logistics Manager, Purchasing Officer, Storekeeper.

Students with CXC/O'Levels as their highest qualification can begin the CIPS International Certificate programme. This programme can be completed in approximately 1 year.

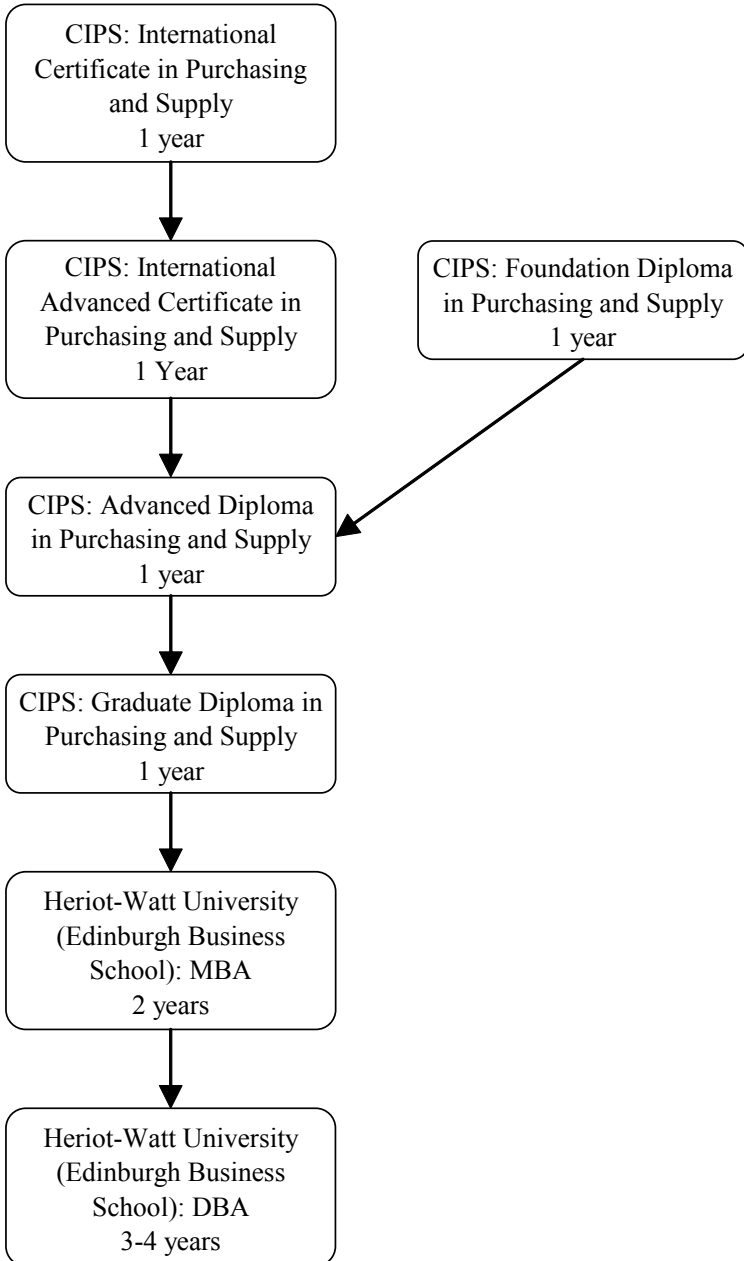
Students with CXC/O'Levels as their highest qualification and 2 years of relevant working experience can begin the CIPS Foundation Diploma programme. This programme can be completed in approximately 1 year.

Students with CAPE/A'Levels as their highest qualification can begin the CIPS Foundation Diploma programme. This programme can be completed in approximately 1 year.

Further study at the Master's and Doctoral levels is available to students who want to advance their education and broaden their skill set.



# LOGISTICS, PURCHASING & SUPPLY CAREER PATHWAY @ SBCS



## MANAGEMENT & BUSINESS

<http://www.sbcs.edu.tt/departments/CCPP.html>

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

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 organizations, they provide the leadership, vision and ultimately the spirit which moves an organization 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 organization is able to achieve its objectives.

Top managers are always in demand and can find employment globally.

A career in Management can be both financially and personally rewarding. At SBSCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

A person interested in management is one who enjoys leadership roles, who is an effective communicator and motivator. Planning and problem solving skills are critical while the ability to multitask is of equal importance. A manager is also one who can see the larger picture, that is, considers not only what is good for the division or department, but also the branch, the company and the economy as a whole.

If you dream of working for a local or international organization as a Manager then our globally recognized programmes will provide you with the right skill set.

### Typical job options/career paths:

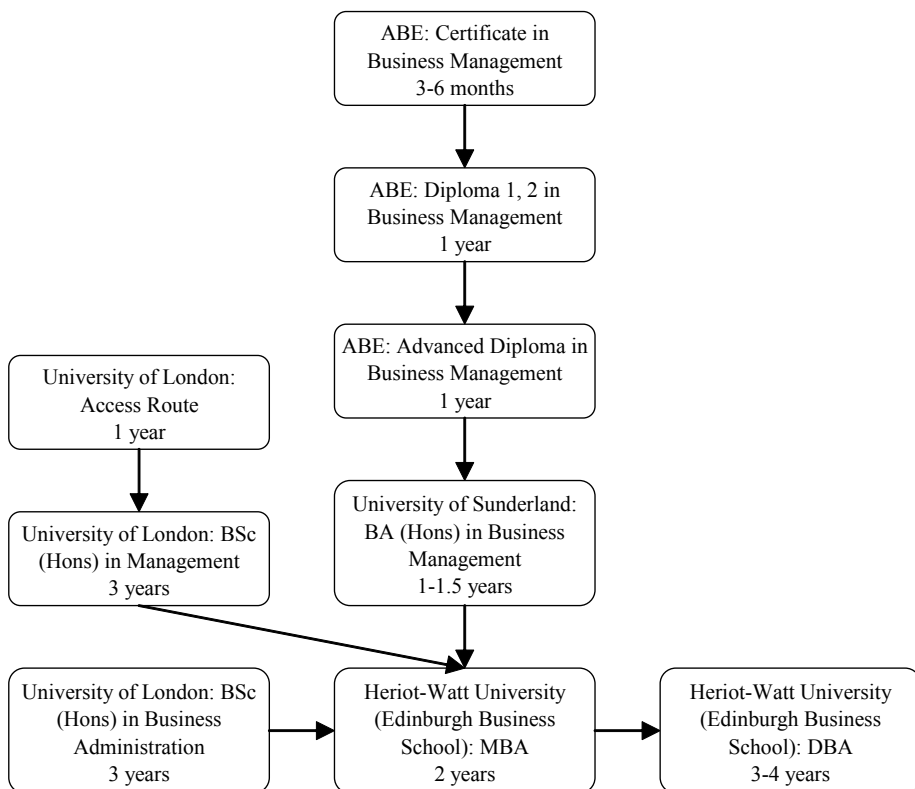
Management Trainee, Manager, Senior Manager, Executive Manager, Chief Information Officer, Consultant, Lecturer, Researcher.

- Students with CXC/O'Levels as their highest qualification have 2 options from which a career in management can be pursued:
  - o Students can begin with the ABE Business Management programme at the Certificate level. All levels of the ABE programme can be completed in approximately 2 ½ years.
  - o Students can gain access to the University of London BSc (Hons) in Management programme via the access route. The access route programme can be completed in approximately 1 year.
- Students with CAPE/A'Levels as their highest qualification have 3 options from which a career in management can be pursued:
  - o Students can begin with the ABE Business Management programme at the Diploma 1 level. Students who enter at the Diploma 1 level can complete all levels of the ABE programme in approximately 2 years.

- o Students can begin with the University of London BSc (Hons) in Business Administration programme which can be completed in approximately 3 years.
- o Students can begin with the University of London BSc (Hons) in Management programme which can be completed in approximately 3 years.

Further study at the Master’s and Doctoral levels is available to students who want to advance their education and broaden their skill set.

## MANAGEMENT & BUSINESS CAREER PATHWAY @ SBCS



# MARKETING

<http://www.sbcs.edu.tt/departments/CCPP.html>

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

In today's extraordinarily competitive environment, organizations 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 organization 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.

The marketing profession requires one to be a good team leader who understands people. It demands a creative and innovative mind to develop new concepts. Equally important is the ability to communicate such ideas effectively to produce successful marketing campaigns.

A career in Marketing can be both financially and personally rewarding. At SBCS we offer programmes suited to CAPE/A'Level graduates.

If you possess a high level of creativity with a talent for coordinating events and a natural understanding of people then Marketing may be the field for you to pursue. SBCS can help you achieve this through our portfolio of marketing programmes.

## Typical job options/career paths:

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

Students with CXC/O'Levels as their highest qualification can begin with the ABE Business Management programme at the Certificate level. All levels of the ABE programme can be completed in approximately 2 ½ years.

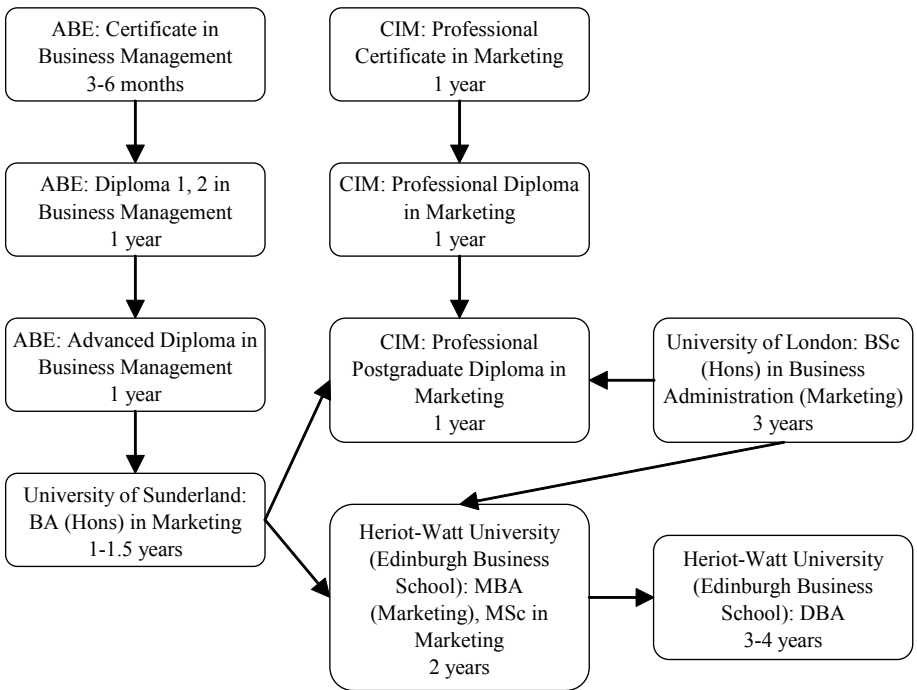
Students with CAPE/A'Levels as their highest qualification have 3 options from which a career in marketing can be pursued:

- Students can begin with the ABE Business Management programme at the Diploma 1 level. Students who enter at the Diploma 1 level can complete all levels of the ABE programme in approximately 2 years.
- Students can begin with the CIM programme at the Certificate level. Students who enter at the Certificate level can complete all levels of the CIM programme in approximately 3 years.
- Students can begin with the University of London BSc (Hons) in Business Administration programme (with a specialism in Marketing) which can be completed in approximately 3 years.

In January 2010 SBCS will offer a BA Hons in Marketing, via the ABE route, from the University of Sunderland. This means that current ABE students will have a choice of studying for an honours degree in: Business Management, Human Resource Management or Marketing.

Further study at the Master’s and Doctoral levels is available to students who want to advance their education and broaden their skill set.

## MARKETING CAREER PATHWAY @ SBCS



## MEDIA & COMMUNICATION

<http://www.sbcs.edu.tt/departments/UOG.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

<http://www.sbcs.edu.tt/departments/CMS.html>

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 organizations. Many Media professionals are now employed by non media organizations as Communications specialists; in effect these individuals become the voice of the organization. This area is one that suits individuals with strong communications and people skills.

A career in Media can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level and CAPE/A'Level graduates.

Media students must be natural communicators who are able to clearly express their ideas. It follows, that an outgoing personality together with an understanding of the social environment would be valuable assets.

If you are creative, self-motivated and organized then a career in media may be for you. At SBCS our globally recognized programmes will assist you in achieving your goals.

### **Typical job options/career paths:**

Broadcast Journalist, Communications Officer, Communications Specialist, Film Producer, Journalist, Media Relations Manager, Media Specialist, Radio Presenter, Reporter, Television, Presenter, Video Editor.

Students with CAPE/A'Levels as their highest qualification can gain direct entry into BTEC HND in Media and Communication programme. This programme can be completed in approximately 2 years.

Students with CXC/O'Levels as their highest qualification can also gain direct entry into BTEC HND in Media and Communication programme. However, 2 years of relevant working experience is also required. This programme can be completed in approximately 2 years.

Graduates of COSTATT with relevant work experience may be able to enter into the University of Greenwich BA (Hons) programme directly.

Further study at the Master's level is available to students who want to advance their education and broaden their skill set.

SBCS offers additional training via the following short media courses:

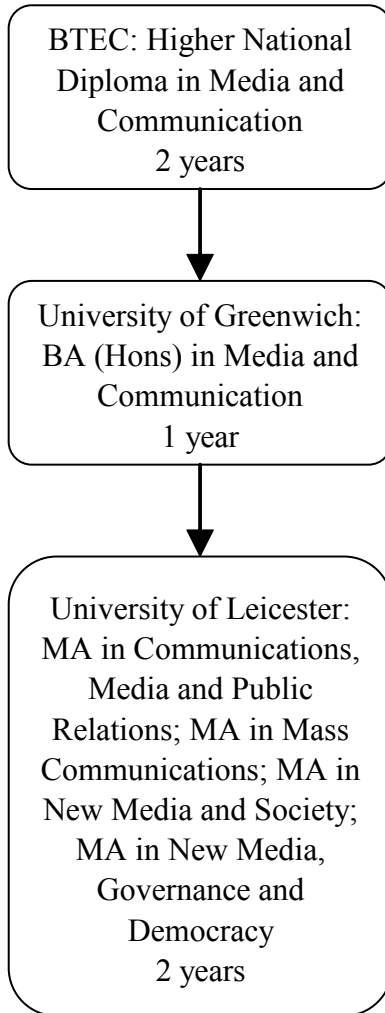
Beginner's Guide to Digital Photography

Introduction to Broadcast News

Introduction to Journalism

Sound Engineering 101

## MEDIA & COMMUNICATION CAREER PATHWAY @ SBCS



# **TECHNICAL, HSE & SECURITY CAREERS:**

## **INFORMATION TECHNOLOGY**

<http://www.sbcs.edu.tt/departments/CCPP.html>

<http://www.sbcs.edu.tt/departments/UOG.html>

<http://www.sbcs.edu.tt/departments/UOL.html>

<http://www.sbcs.edu.tt/departments/CEC.html>

Information technology professionals are in high demand throughout the world. These individuals are responsible for designing, developing, maintaining and enhancing the Information Systems of organizations. 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 would be well suited for you.

IT professionals can enter the field through various avenues, the main ones being:

### **Technical Support Specialist:**

Technical Support Specialists are responsible for ensuring the information system is always operational. These systems are usually complex, ever-changing, networked pieces of hardware and software that operate in environments where downtime can scarcely be tolerated.

If you are a natural multi-tasker and love working with technology in a fast-paced, highly demanding environment with a knack for problem-solving this is the ideal occupation for you. It demands constant training, and an ability to work well with others, especially non-technical end users.

### **Analysts / Developers:**

Analysts and Developers are responsible for constructing software that is aligned to the operational, tactical and strategic objectives of the company. The modern corporate environment is highly dynamic. The software underlying key business processes must always anticipate the changing environment in order to maintain competitive advantage.

Constructing quality software requires an affinity for abstract, logical thinking, creativity, imagination and an ability to see the big picture. You need to be able to think like a person and a computer at the same time since the essential skill is to translate human requirements into software. Thus, both technical and interpersonal skills need to be developed.

### **Information Systems Managers:**

As a resource, information has tremendous potential for ensuring innovation, collaboration and sustained, competitive advantage. An Information Systems Manager is responsible for ensuring that the information resources of the company meets this potential.

Successful IS Managers are those who can translate corporate strategy into a well-defined, technical strategy. You need to be intimately aware of both the potential of



technology and the existing corporate environment to successfully leverage both. It is clear that IT careers involve both business and technology. A person may initially have an affinity for one over the other, and thus will look for a programme that will enhance the greater skill while at the same time develop the latent one. SBCS recognises this and has a carefully balanced portfolio of programmes that caters to your needs.

The ABE Business and Information Systems programme provides an excellent introduction to the field and forms a natural progression to the University of Greenwich programmes.

The University of Greenwich programmes are designed for part time professionals and/or students interested in IT careers. The Computing and Information Systems programme has a careful balance of technically demanding courses and business related courses. The Business and Information Technology programme is more focused on the management aspect of technology but still provides sufficient technical exposure. At the Masters Level the Information Systems Management programme also carefully balances cutting edge technology with courses specific to the challenges and nuances of managing an IT department.

The University of London CIS Diploma/degree programme is structured along the lines of a typical computing programme and is more suited to full time students who are seeking a straight IT/computing programme of international standing.

A brand new programme that will be offered for the first time at SBCS is the HND in computing which leads to the University of Greenwich BSc. Computing and IS programme. This course is similar to the ABE BIS programme, however, it consists of more IT courses and less business courses.

No matter which of the above programmes are chosen one will find that our special industry relevant and product based courses are the perfect complement, courses like Computer Repairs, A+, Network+, CCNA, MCITPS. Certification courses like these provides an excellent complement to the formal degree. A degree student pursuing a certification benefits from seeing the theoretical underpinnings of what was previously learnt directly applied in an industry relevant way.

### **Typical job options/career paths:**

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.

- Students with CXC/O'Levels as their highest qualification have 4 options from which a career in information technology can be pursued:
  - Students can begin with the ABE Business Information Systems programme at the Certificate level. All levels of the ABE programme can be completed in approximately 2 ½ years.
  - Students can gain access to the BTEC HND in Computing without A'Levels by completing the ABE Certificate in Business Information Systems.

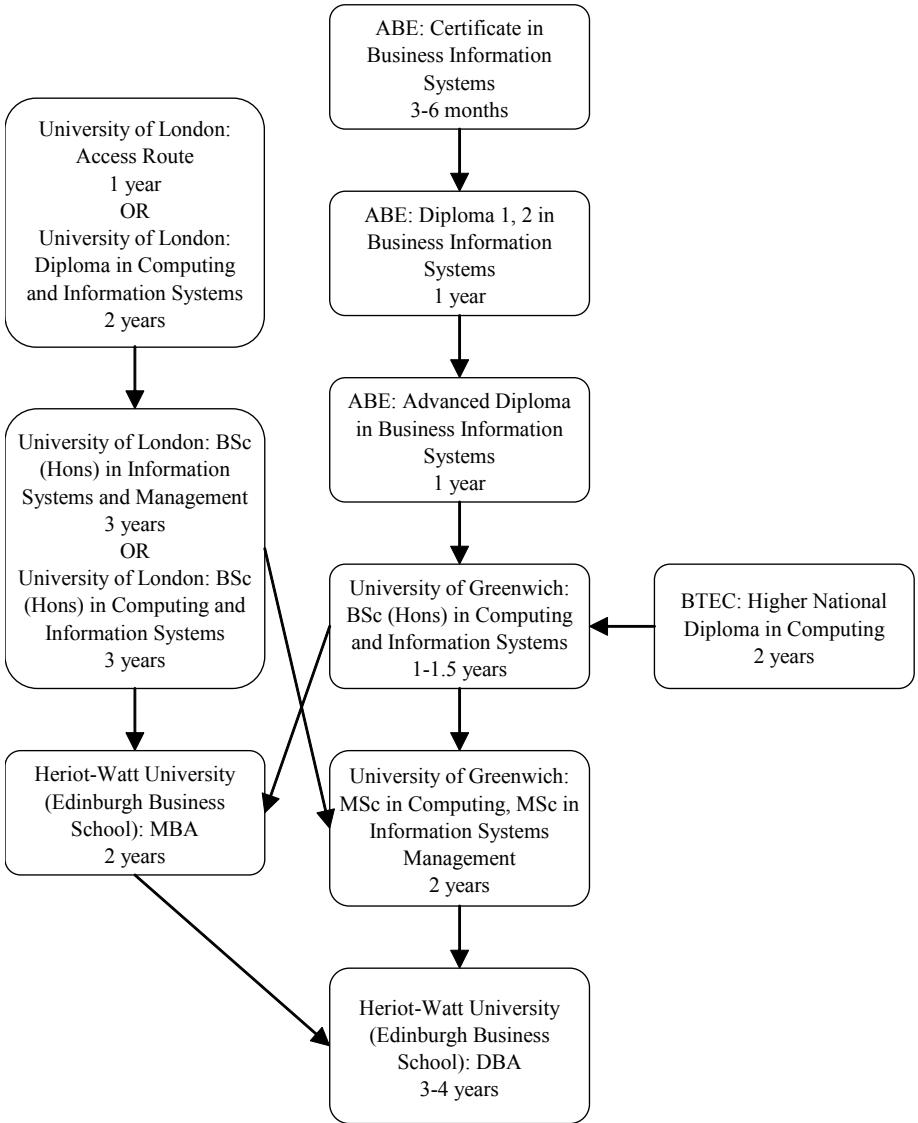
- o Students can gain access to the University of London BSc (Hons) in Information Systems and Management programme via the access route. The access route programme can be completed in approximately 1 year.
- o Students can gain access to the University of London BSc (Hons) in Computing and Information Systems programme via the Diploma in Computing and Information systems programme. The diploma programme can be completed in approximately 2 years.

Students with CAPE/A'Levels as their highest qualification have 4 options from which a career in information technology can be pursued:

- Students can begin with the ABE Business Information Systems programme at the Diploma 1 level. Students who enter at the Diploma 1 level can complete all levels of the ABE programme in approximately 2 years.
- Students can begin with the BTEC HND in Computing programme which can be completed in approximately 2 years.
- Students can begin with the University of London BSc (Hons) in Computing and Information Systems programme which can be completed in approximately 3 years.
- Students can begin with the University of London BSc (Hons) in Information Systems and Management programme which can be completed in approximately 3 years.

Further study at the Master's level is available to students who want to advance their education and broaden their skill set.

# INFORMATION TECHNOLOGY CAREER PATHWAY @ SBCS



## **BUILDING SERVICES ENGINEERING**

<http://www.sbcs.edu.tt/departments/CCPP.html>

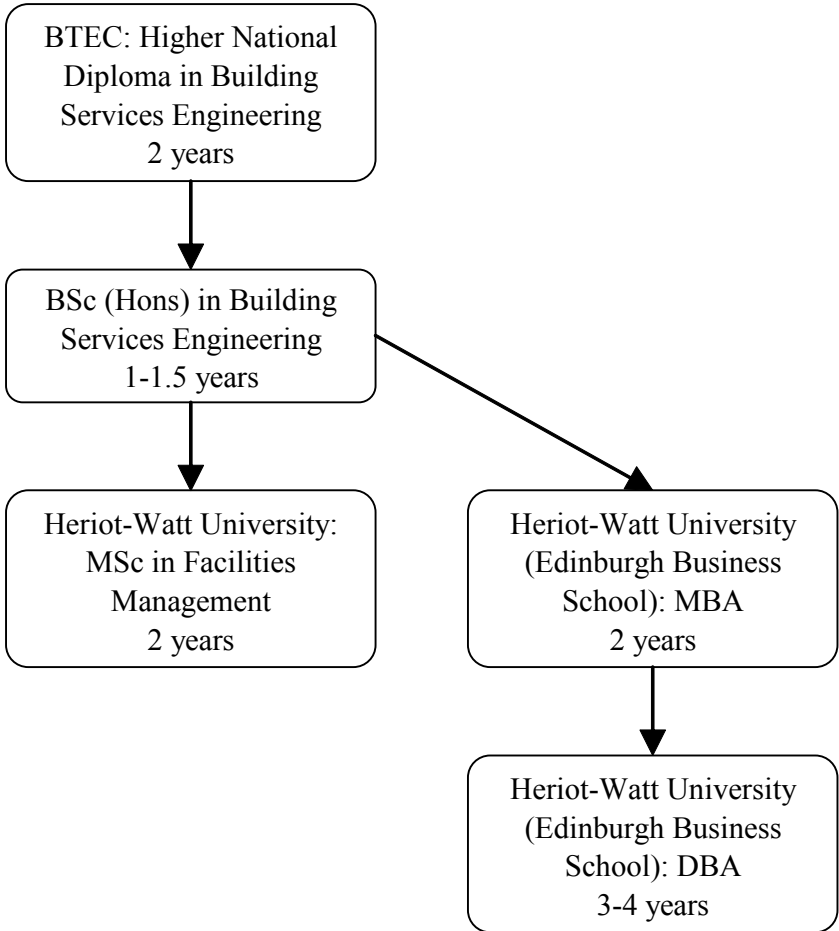
The maintenance of buildings and other medium to large facilities has been recognized as a distinct activity, separate and apart from the activity of building. A facility that costs 100 million dollars to build may easily require 10 million dollars a year in maintenance if it is to be kept at the required level of operational efficiency. SBCS is most pleased to offer a unique HND in Building services engineering that will lead to a BSc. (Hons) in Building Engineering services. This programme will cover a range of areas some of which include: Health and Safety, Project Management, Electricals, Plumbing and Air Conditioning

Building services is a field which requires multi-talented individuals with skills in varying degrees from a variety of areas. If you love working outdoors and can apply a variety of technical skills to dynamic real world problems then building services may be your calling. A building services engineer, apart from maintaining the physical infrastructure needs to be able to interact with persons of differing backgrounds, such as tenants, technical specialists, managers and building owners. Thus, diplomacy is as essential as the ability to diagnose and fix problems, since you may have to deal with stakeholders with conflicting needs. This is of course expected when developing a plan of action.

### **Typical job options/ career paths:**

Building Inspector, Building/Facilities Manager, Mechanical and Electrical Surveyors (Building Services), Electrical Design Engineer (Building Services), Mechanical Design Engineer (Building Services), Operations Manager, Consultant.

# BUILDING SERVICES ENGINEERING CAREER PATHWAY @ SBCS



# ENGINEERING

(ELECTRICAL, ELECTRONIC & MECHANICAL)

<http://www.sbcs.edu.tt/departments/CITE.html>

Engineers are responsible for building, developing and maintaining the infrastructure of our world.

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.

A career in Engineering can be both financially and personally rewarding. At SBSCS we offer programmes suited to both CXC/O'Level graduates and qualified technicians.

Engineering students must possess a fundamental curiosity about the way the world works, and a love of applying science and mathematics. Engineers need to be creative, logical problem solvers with an affinity for observation, experimentation and analysis. The complex systems built by mechanical and electrical engineers require well coordinated teams for success. Thus, apart from a well disciplined technical mind, an engineer needs to be able to work well with others. This demands a person who is an effective communicator with well developed interpersonal skills.

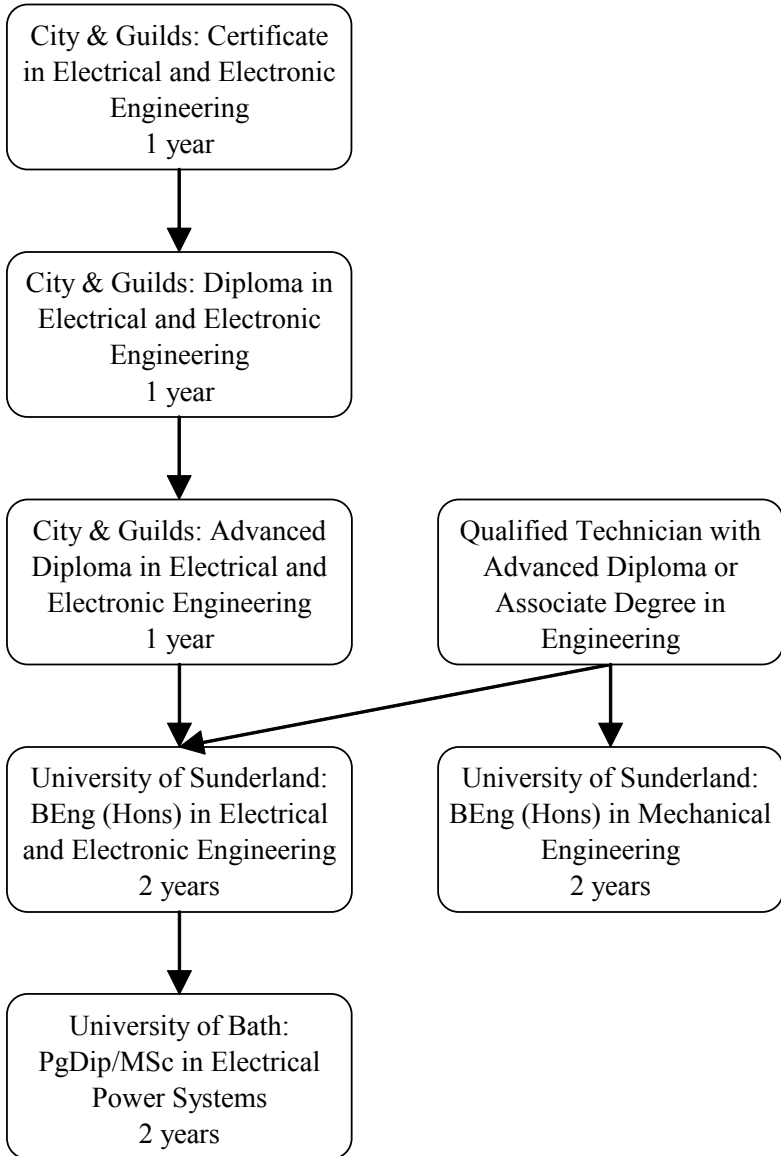
If you have a practical mind, love to understand how things work, how to improve them and dream of working for a local or international engineering firm or as an independent consultant then our globally recognized programmes will provide you with the right skill set.

## Typical job options/career paths:

Engineering Technician, Senior Engineering Technician, Electrical / Mechanical Engineer, Senior Electrical / Mechanical Engineer, Electrical Consultant / Lecturer.

- Students with CXC/O'Levels as their highest qualification and no working experience can begin the City & Guilds Certificate programme. This programme can be completed in approximately 1 year.
- Students without CXC/O'Levels but are 21 years old and have 2 years of relevant working experience can begin the City & Guilds Certificate programme. This programme can be completed in approximately 1 year.
- Further study at the Master's level is available to students who want to advance their education and broaden their skill set.
- SBSCS offers additional training via the following short engineering courses:
  - o Electricity and Electronics
  - o Programmable Logic Controllers
  - o Fibre Optics Installer
  - o Electric Motors
  - o A+, Network+, CISCO

## ENGINEERING CAREER PATHWAY @ SBCS



## OCCUPATIONAL HEALTH & SAFETY

<http://www.sbcs.edu.tt/departments/UOG.html>

Health and Safety professionals are now a constant in the majority of today's modern organizations. 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 both the organization, its staff, its customers and in some cases surrounding communities and countries.

Health and safety professionals are in demand the world over and it is an area suited to persons who are well organized and methodical with strong attention to detail.

A career in Occupational Health and Safety can be both financially and personally rewarding. At SBCS we offer programmes suited to holders of Certificates, Diplomas, or Associate Degrees.

Occupational Health and Safety students must work well under pressure. Attention to detail, and the ability to solve a variety of complex problems are also important for success. It is essential to understand people and how they relate to their working environments. Change management is a key skill along with conflict resolution.

If you are passionate about the well-being of others and have a keen interest in work environments, then this may be your calling.

### **Typical job options/career paths:**

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

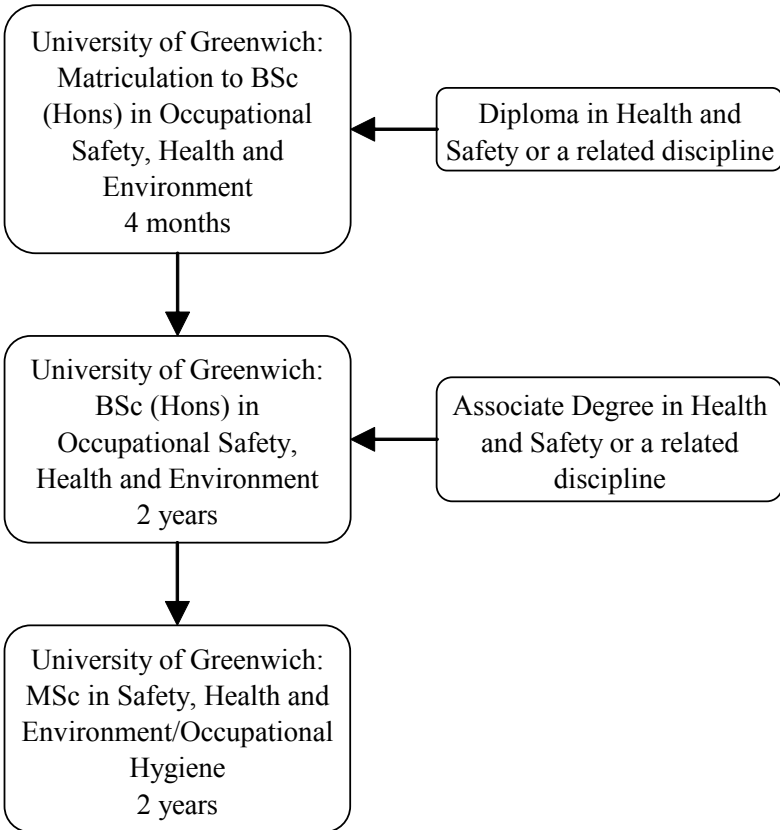
Students with a diploma in health and safety as their highest qualification can gain entry into the matriculation to the BSc (Hons) in Occupational Safety, Health and Environment programme. Students with a diploma in a discipline related to health and safety as their highest qualification can gain entry into the matriculation programme but must first complete the 3 month course "Fundamentals of Health, Safety and Environment". The matriculation programme can be completed in approximately 4 months.

Students with an Associate degree in health and safety as their highest qualification can gain direct entry into the BSc (Hons) in Occupational Safety, Health and Environment programme. Students with an Associate degree in a discipline related to health and safety as their highest qualification can gain direct entry into the BSc (Hons) in Occupational Safety, Health and Environment programme but must first complete the 3 month course "Fundamentals of Health, Safety and Environment". The BSc programme can be completed in approximately 2 years.

Further study at the Master's level is available to students who want to advance their education and broaden their skill set.



**OCCUPATIONAL HEALTH & SAFETY  
CAREER PATHWAY @ SBCS**



## SECURITY & RISK MANAGEMENT

<http://www.sbcs.edu.tt/departments/CEC.html>

In any workplace, there are always threats and risks. Successful organizations are those that can identify, quantify and mitigate those risks. In today's world, where there are threats of increased crime and global terrorism, consequently it is even more essential that these risks are managed. Consequently, security and risk professionals are in great demand the world over. Professionals in this area are responsible for protecting the organization's resources, both physical and human from threats, both internal and external.

A career in Security and Risk Management can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level graduates and holders of a Bachelor's degree.

Security and Risk Management students must be well organized, have a capacity for critical analysis and exhibit strong leadership characteristics. Communication skills are essential since a key aspect will be the formation and enforcement of policies. Also, an appreciation of legal and ethical issues both in the workplace and society is important.

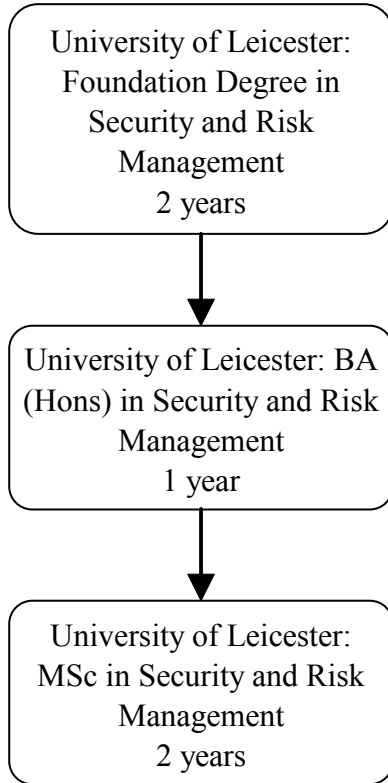
If you have a passion for security and dream of working for a law enforcement agency (public or private) or as a consultant then our globally recognized programmes can help you achieve your goals.

### **Typical job options/career paths:**

Security Supervisor, Police Administrator, Security Manager, Senior Manager, Security Consultant.

Students with CXC/O'Levels as their highest qualification can gain direct entry into the Foundation Degree programme. This programme can be completed in approximately 2 years.

Further study at the Master's level is available to students who want to advance their education and broaden their skill set.



# TELECOMMUNICATIONS

<http://www.sbcs.edu.tt/departments/CITE.html>

It has been said that the world is becoming smaller and more interconnected. The dramatic advances in telecommunications have made this possible. It has provided the technical underpinnings for the information revolution. The consequence of this is that the modern organization needs a sound telecommunications infrastructure in order to survive. The vast array of telecommunications media, such as fiber, 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.

Like their IT counterparts, Telecommunication Professionals are in demand globally and form an essential part of any organization's communication strategy.

A career in Telecommunications can be both financially and personally rewarding. At SBCS we offer programmes suited to both CXC/O'Level graduates and mature students.

If you have a practical mind and love working with cutting edge technology, then a career in telecommunications might be ideally suited for you. Telecommunications students must possess an engineer's affinity for observation, experimentation and analysis, a programmer's aptitude for logic and problem solving with a technician's skill for working with complex equipment.

This line of work also puts you in constant communication with persons of varying technical abilities such as vendors, technicians, end users and managers. An essential talent is the ability to translate technical jargon into the language of business, especially as you move up the career path.

If you dream of working for a local or international telecommunications firm or as a consultant then our globally recognized, carefully selected portfolio of programmes provide an ideal career path.

If you have a passion for technology and dream of working for a local or international telecommunications firm or as a consultant then our globally recognized programmes can help you achieve your goals.

## **Typical job options/career paths:**

Telecommunications Technician, Senior Telecommunications Technician, Telecommunications Manager, Senior Telecommunications Manager

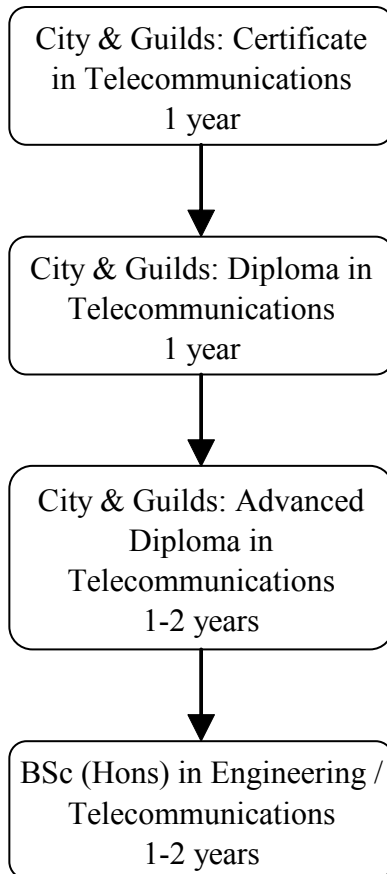
Students with CXC/O'Levels as their highest qualification and no working experience can begin the City & Guilds Certificate programme. This programme can be completed in approximately 1 year.

Students without CXC/O'Levels but are 21 years old and have 2 years of relevant working experience can begin the City & Guilds Certificate programme. This programme can be completed in approximately 1 year.

Students with CXC/O'Levels as their highest qualification and are 21 years old can begin the City & Guilds Diploma programme. This programme can be completed in approximately 1 year.

SBCS offers additional training via the following short telecommunications course: Fiber Optics Installer.

## TELECOMMUNICATIONS CAREER PATHWAY @ SBCS



## OTHER CAREER PATHS AT SBCS:

<http://www.sbcs.edu.tt/departments/CITE.html>

<http://www.sbcs.edu.tt/departments/CTC.html>

### Careers via IT Certification Courses & Programmes (CITE)

SBCS provides many different pathways to a financially and personally rewarding career. Students instead of following the traditional academic path to career advancement can opt to discover, enhance and broaden their 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 training IT and Engineering courses and programmes both onsite and offsite:

<http://www.sbcs.edu.tt/departments/CITE.html>

Please check the above web address for detailed outlines, as well as a full listing of our professional development courses etc.

#### Typical Career Paths: Starting Course (Computer Literacy)

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

Graphic Designer / Artist - (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, 3D Animation)

Computer Aided Designer / Draughtsman - (AutoCAD Levels 1, 2 & 3, 3D Animation)

Applications Programmer - (Java Programming Series)

Web Programmer / Designer - (Creating & Developing Web pages, Advanced Web Page Development, Web engineering, Certified Internet Webmaster (CIW) )

Computer Repair / Network Technician - (Computer Repairs, A+, Network+, Security+, CISCO Certified Network Associate, CWNA (Wireless), Fiber Optics Installer)

Systems Administrator / Engineer - (Microsoft Certified Information Technology Professional (Windows Server 2008), Security+, Certified Ethical Hacker)

Database Administrator - (Microsoft Certified Information Technology Professional (SQL Server 2005)

Computer Security – (Security+, Certified Ethical Hacker, Computer Hacking Forensic Investigator, EC- Council Certified Security Analyst)

## Careers via Professional Development & Project Management Courses (CTC)

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 organization.

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

<http://www.sbc.edu.tt/departments/CTC.html>

Please check the above web address for detailed outlines, as well as a full listing of our Professional Development Courses etc.

### Typical Courses:

Effective Business Writing

Project Management for Business Professionals

CAPM®/PMP® (PMI® USA)

Spanish

Event Management

Marketing

Human Resource Management

Supervisory Training

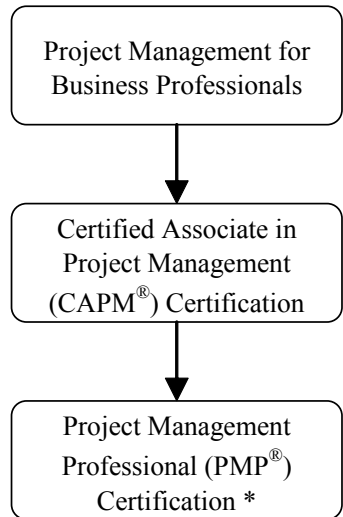
Customer Service

Inventory Management

Logistics

OSHA General Industry and Construction Industry

and many more ...



**\*The CAPM® Certification does not necessarily grant direct access to the PMP® Certification. Candidates would still need to satisfy the necessary experience and education requirements.**

