

WEBSITE
sbc.edu.tt

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CURRICULUM VITAE

With over 28 years' experience in higher education, SBSC recognizes that an investment in your education is one of the most important decisions that you will make in your lifetime. SBSC provides an education that will transform you into a professional with a recognized qualification



LEARN • PRACTICE • INFLUENCE

CAREER GUIDANCE Handbook

University and Professional Education Programmes

Develop the skills needed to communicate persuasively; and

Modules at four technological campuses in Champs Fleurs, Port of Spain, and St. Augustine, to create a unique learning environment that will transform you into a professional who is locally and globally.

Collaboration with some of the leading schools and universities in the region, and professionals in industry with classroom and workplace experience, and successful administrators and

Join SBSC with a globally

and development courses

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.

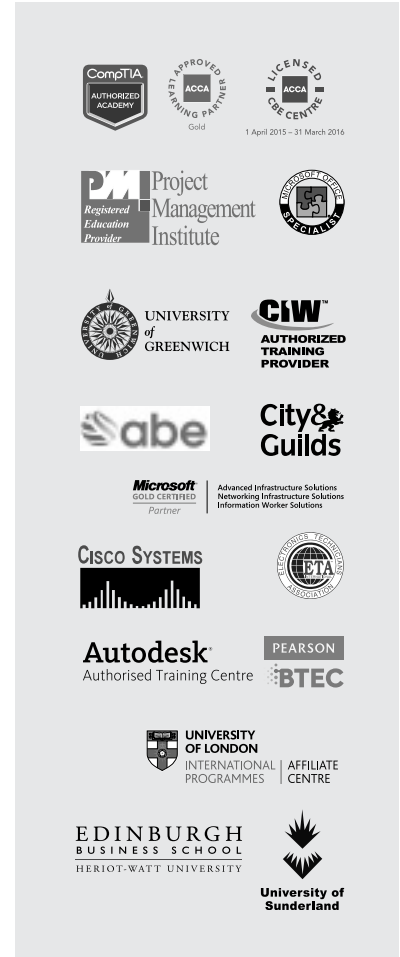
OUR THEORY OF VALUE

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 29 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 professionals in industry 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 four technologically enabled campuses conveniently located in Champs Fleurs, Port of Spain, 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 29 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 four 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.

OUR VALUE AT A GLANCE

PROFILE OF SBCS “A GREAT PLACE TO LEARN”

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



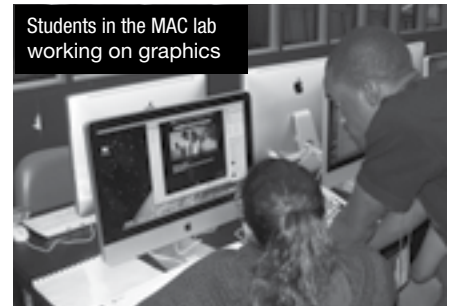
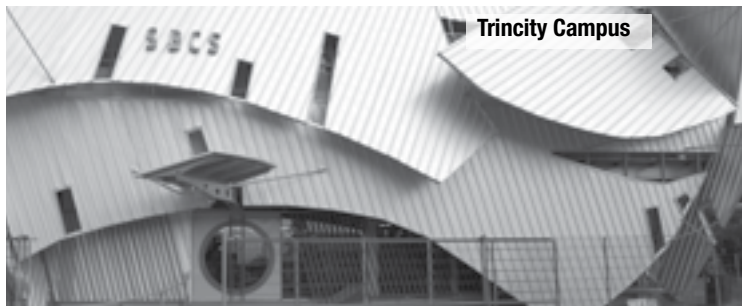
SBCS' second campus, on the outskirts of Port of Spain, opened its doors for business in May 2003, providing an ideally located training centre for companies and individuals in the capital city and its environs. This campus is also the centre for our Creative Media Production programme and is equipped with complete sound and television studios.



Our third campus was launched in February 2006. This state of the art facility is located in Cocoyea Village, San Fernando. Southern business entities and individuals have traditionally faced challenges in accessing high quality tertiary education and training in the South. It is with this in mind that SBCS decided to take our services to the city and people of San Fernando.



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



The underlying philosophy of "excellent service" permeates all of our campuses.

LOCATIONS OF SBCS CAMPUSES

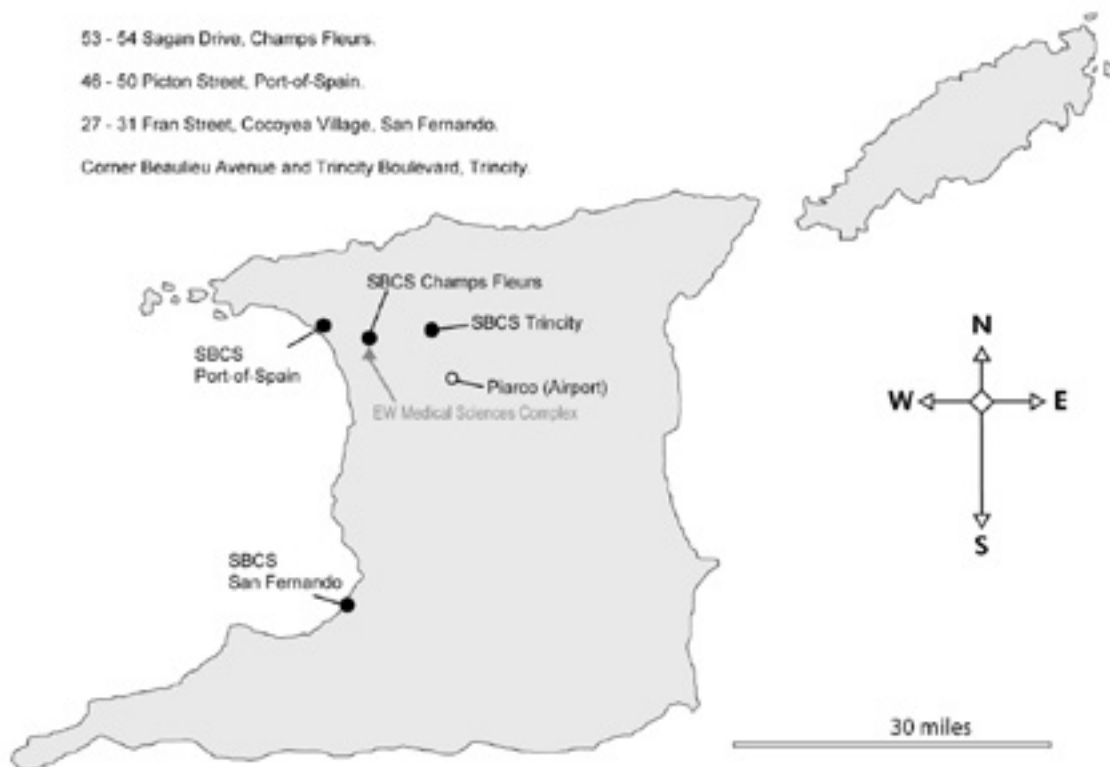
Where are we located?

53 - 54 Sagan Drive, Champs Fleurs.

46 - 50 Picton Street, Port-of-Spain.

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

Corner Beaulieu Avenue and Trincity Boulevard, Trincity.



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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 environment 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 or Saturday or Sunday or even change to another class/course or 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 CXC 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 of our campuses; the fourth is located next to many well established dining establishments, and has only vending machines and an informal dining area at present. 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 four (4) 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 4 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” knowledge 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 soft skills courses to complement our University, Technical and Professional Academic programmes. The 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

INFORMATION TECHNOLOGY

DESCRIPTION

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

QUALIFICATIONS OFFERED AT SBCS

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 and Systems Development
- UoG – University of Greenwich: BSc (Hons) Computing and Information Systems
- UoG – University of Greenwich: MSc Information Systems Management
- HWU – Heriot-Watt University, Edinburgh Business School: MBA (Masters in Business Administration)
- HWU – Heriot-Watt University, Edinburgh Business School: DBA (Doctorate in Business Administration)

Pathway 2

- UoL – University of London: Diploma in Computing and Information Systems
- UoL – University of London: BSc (Hons) Computing and Information Systems
- UoG – University of Greenwich: MSc Information Systems Management
- 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

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

ENTRY REQUIREMENTS

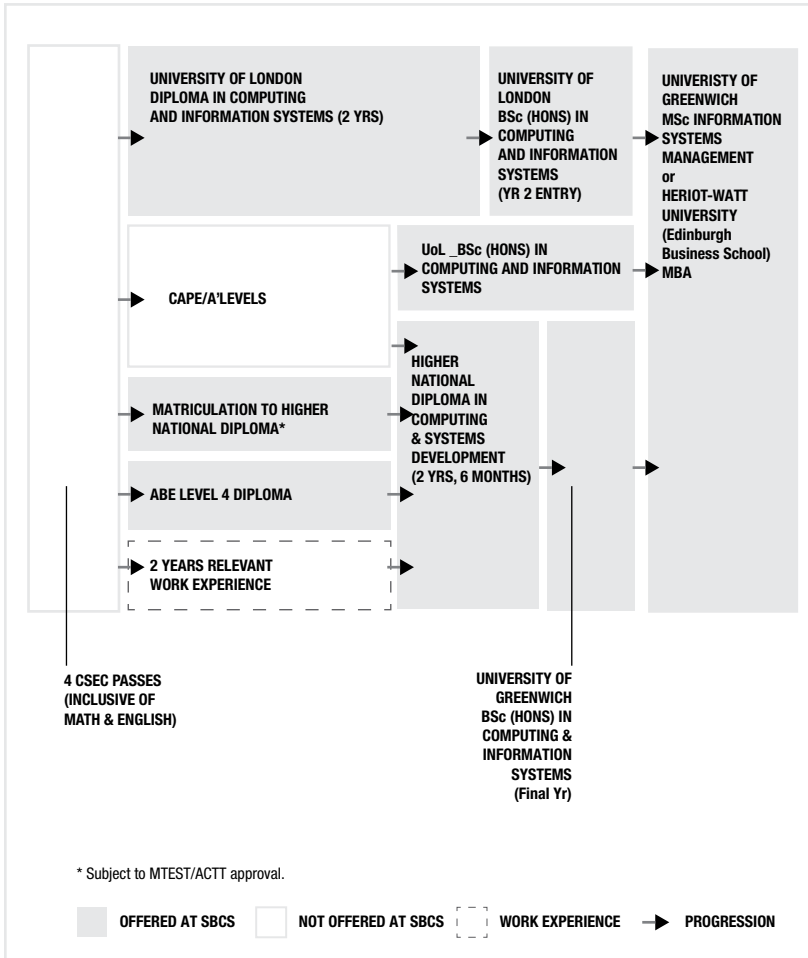
See Flow Chart -->

QUALITIES REQUIRED

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

DETAILS

SBCS - sbcs.edu.tt
ABE - abeuk.com
Pearson - qualifications.pearson.com
UoG - cms.gre.ac.uk
UoL - londoninternational.ac.uk
EBS - ebsglobal.net



“After completing a BSc in Computing and Information Systems, I eventually decided on the MSc in Information Systems Management from the University of Greenwich. I found the lecturers at SBCS for this MSc programme to be highly knowledgeable with extensive expertise in their respective fields.”

Anderson S. Gyan
BSc Computing and Information Systems;
MSc. Information Systems Management
(Merit)
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

- UoG – University of Greenwich: BSc (Hons) Occupational Safety, Health and Environment
- UoG - University of Greenwich: MSc in Safety, Health and Environment / Occupational Hygiene

Non-Standard Entry (Diploma Level)

- 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

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

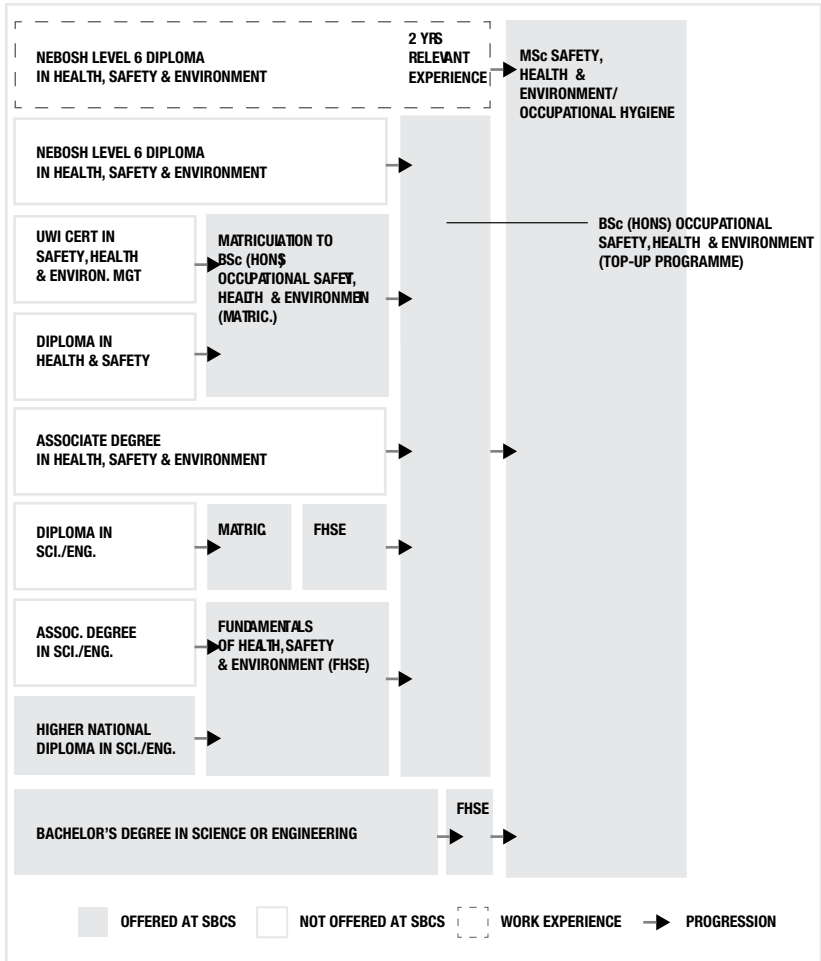
QUALITIES REQUIRED

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

DETAILS

SBCS - sbcs.edu.tt

UoG - gre.ac.uk



“My experience at SBCS can be summed up in one word: “family”. The environment is full of care, sensitivity and a drive to help you succeed. From janitorial, to customer services, academic services and finally, but critical to your success, the lecturers at SBCS, all exhibit sincerity and passion to see you excel. SBCS - second to none!”

Garth Vincent
 MSc Safety, Health and Environment
 with Distinction
 Fire and Emergency Response Services
 Manager
 HSL Safety Systems Limited

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

- Matriculation to Higher National Diploma in Creative Media Production/Graphic Design*
- Pearson Education – Higher National Diploma in Creative Media Production
- UoG – University of Greenwich: BA (Hons) in Media and Communications

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

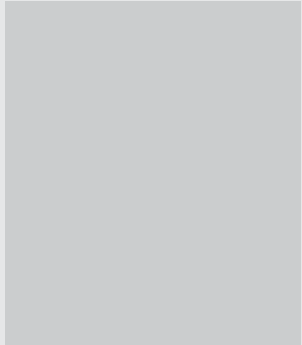
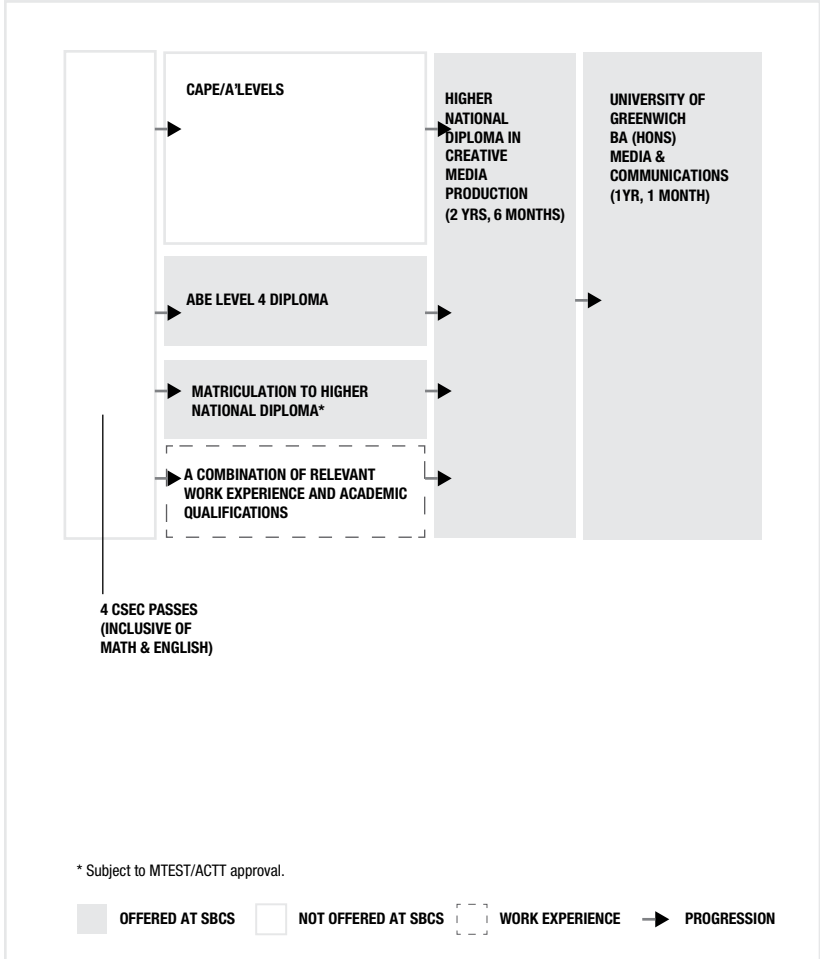
See Flow Chart -->

DETAILS

SBSCS - sbcs.edu.tt (or email poscms@sbcs.edu.tt)

Pearson - qualifications.pearson.com

UoG - gre.ac.uk/ach



“My pursuit of the Higher National Diploma (HND) in Creative Media Production fostered self-discipline and creativity which contributed to my professional development. The HND groundwork prepared me for a seamless transition from Diploma to Degree level.”

Kristy Joseph
 Pearson BTEC HND CMP Graduate
 (2011 Cohort)
 BA (Hons) Media and Communications
 (Current student)
 University of Greenwich

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

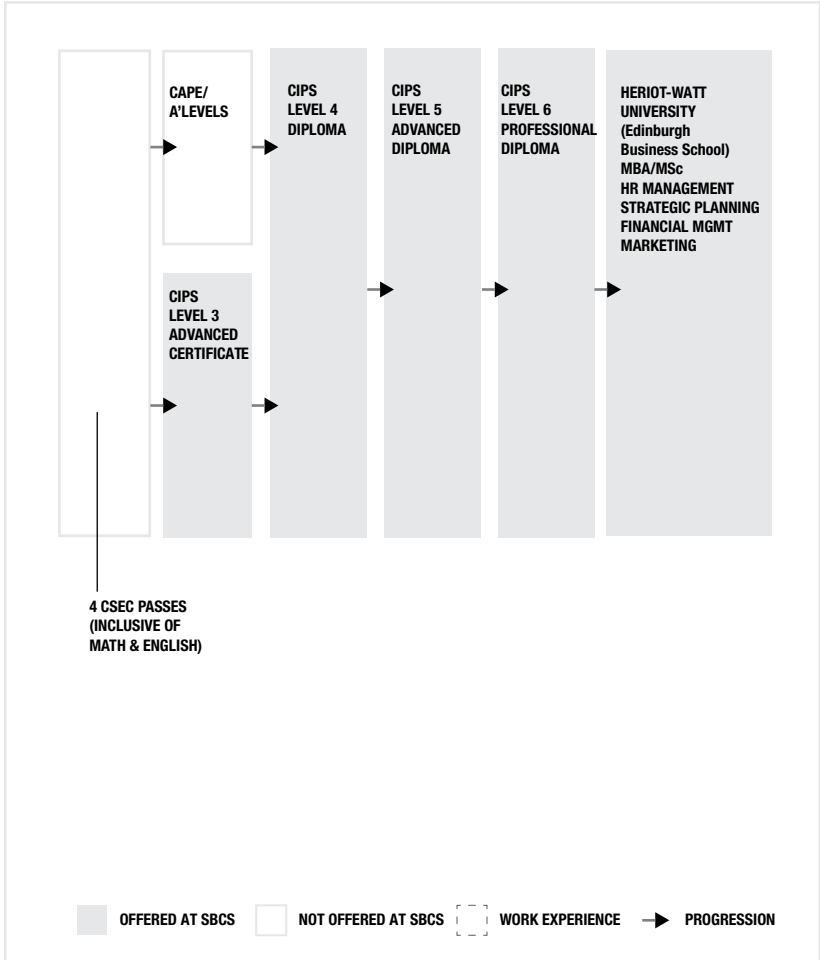
See Flow Chart -->

DETAILS

SBCS - sbc.edu.tt

CIPS - cips.org

EBS - ebsglobal.net



“As an engineering professional in the manufacturing industry, the CIPS programme has complemented my skill set substantially, giving me a unique vantage point in my area of expertise. I highly recommend the CIPS programme to all professionals seeking to achieve managerial success and add competitive and sustainable value to any organization.”

Onika Assing
Mechanical Engineer

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

- FIA – Foundations in Accountancy Introductory Certificate
- FIA – Foundations in Accountancy Intermediate Certificate
- FIA – Foundations in Accountancy Diploma
- ACCA – The Association of Chartered Certified Accountants - The Premier UK and regional qualification for Accountants and Chief Financial Officers
- 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

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

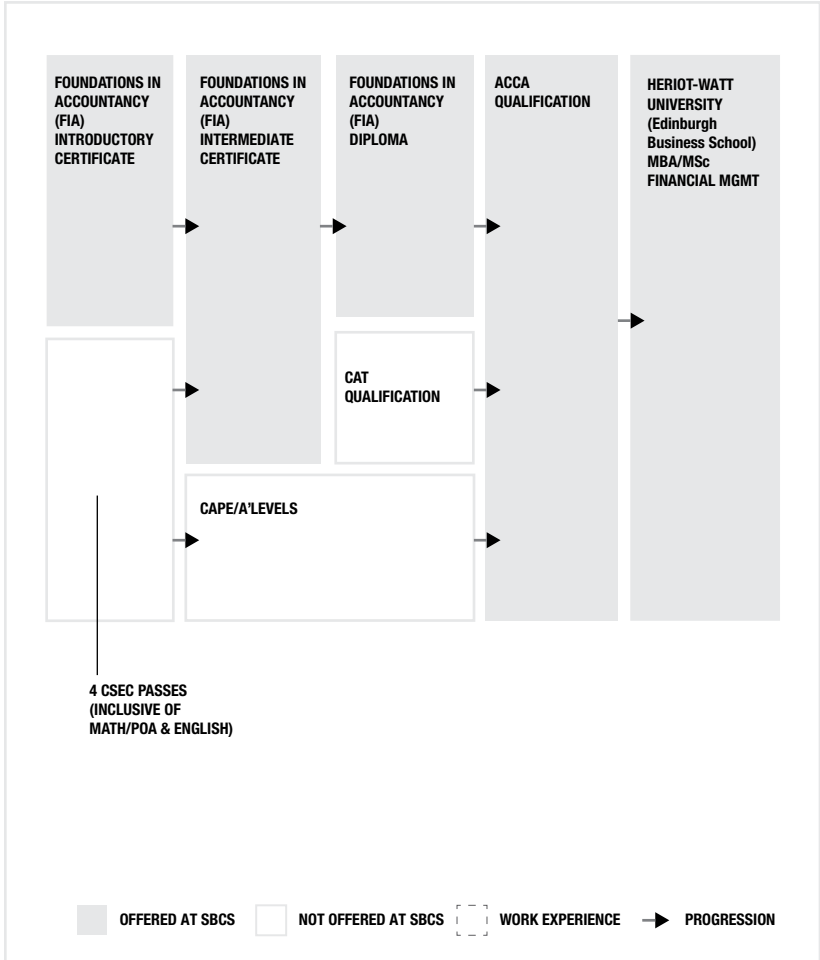
Logical mind, affinity for numbers, attention to detail, strong analytical skills, problem solver, writing and interpersonal skills, ability to work in teams.

ENTRY REQUIREMENTS

See Flow Chart -->

DETAILS

SBCS - sbcs.edu.tt
ACCA - accaglobal.com
ICATT - icatt.org
EBS - ebsglobal.net



“A colleague recommended SBCS as the school of choice for ACCA and I do not regret choosing this school to complete most of my professional papers. The lecturers are highly qualified and competent and were able to share their wealth of experience making the papers come alive. The administrative staff was always professional and placed the needs of the students first. Studying at SBCS has been a wonderful experience!”

Sinaed Ellis
 #1 ACCA Affiliate in Trinidad and Tobago
 December 2014 Examinations

GRAPHIC DESIGN

DESCRIPTION

Graphic Design is about visual communication and problem solving. It is about planning, analyzing and creating visual solutions to communication problems by finding the most effective way to get messages across in print or electronic media using colour, illustration, photography, animation, and various print and layout techniques.

QUALIFICATIONS OFFERED AT SBCS

- Matriculation to Higher National Diploma in Graphic Design/Creative Media Production*
- Pearson Education – Higher National Diploma in Graphic Design
- UoS – University of Sunderland: BA (Hons) in Graphic Design

CAREER OPPORTUNITIES

Graphic Designer

QUALITIES REQUIRED

Creative thinker, enjoys working on the computer to design and develop visual art, have an eye for seeing the bigger picture and generating the solution.

ENTRY REQUIREMENTS

See Flow Chart -->

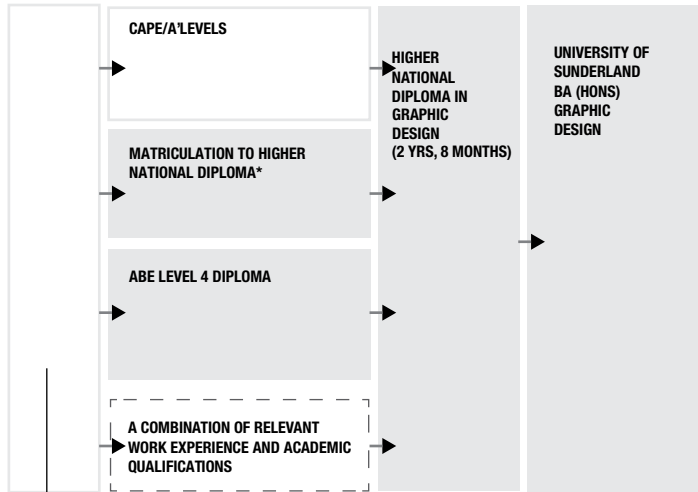
Persons who are interested in this programme, but are not currently employed in the field of graphic design may be required to attend an entry interview. This interview will assess the applicant's eligibility for entry into the programme.

DETAILS

SBCS - sbc.edu.tt

Pearson - qualifications.pearson.com

UoS - sunderland.ac.uk



4 CSEC PASSES
(INCLUSIVE OF
MATH & ENGLISH)

* Subject to MTEST/ACTT approval.

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
- 2015
University of Greenwich

CONSTRUCTION & THE BUILT ENVIRONMENT (BUILDING SERVICES ENGINEERING)

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

- Pearson Education – Higher National Diploma in Construction and the Built Environment
- UoG – University of Greenwich: BSc (Hons) Engineering Management (Construction)*
- SBCS – School of Business and Computer Science: 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 -->

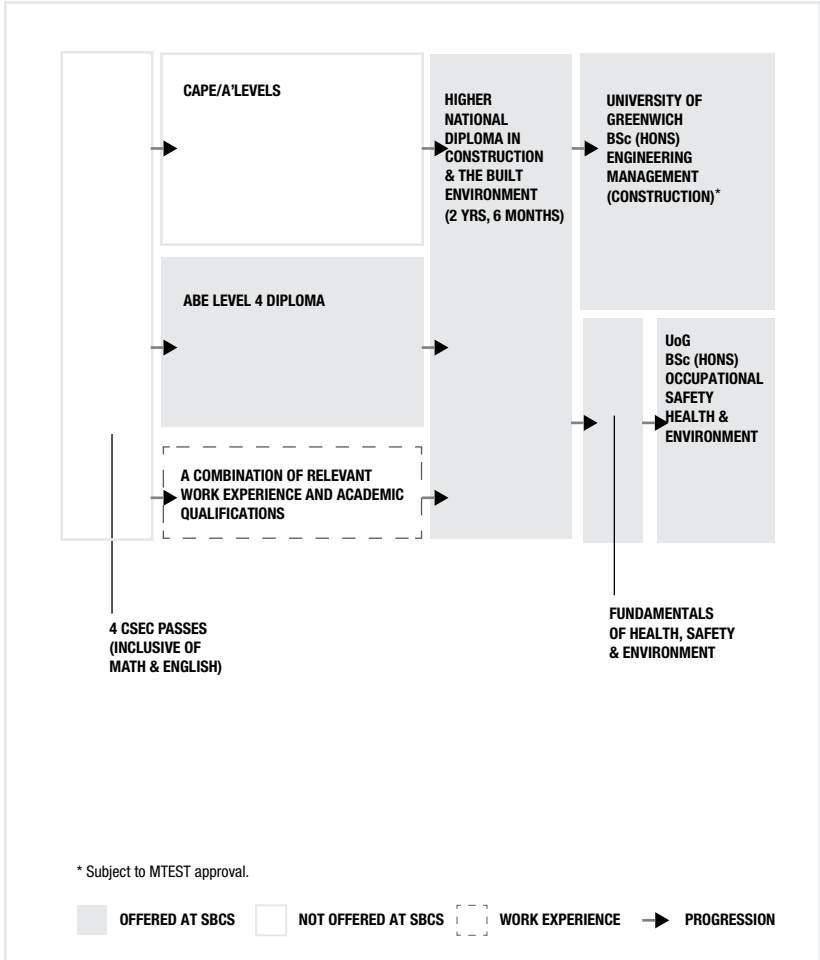
DETAILS

SBCS - sbcs.edu.tt

UoG - gre.ac.uk

Pearson - qualifications.pearson.com

EBS - ebsglobal.net



“The BTEC HND Construction and the Built Environment (BSE) has developed and improved my skills in the construction industry. I am now eager to commence the final year of the BSc. (Hons) Engineering Management (Construction) degree at SBCS.”

Kim Gaskin
 Architect's Technician
 NLBA Architects

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

- Matriculation to Higher National Diploma (Engineering)
- Pearson Education – Higher National Diploma in Electrical and Electronic Engineering
- UoG – University of Greenwich: BEng (Hons) in Electrical and Electronic Engineering Technology

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

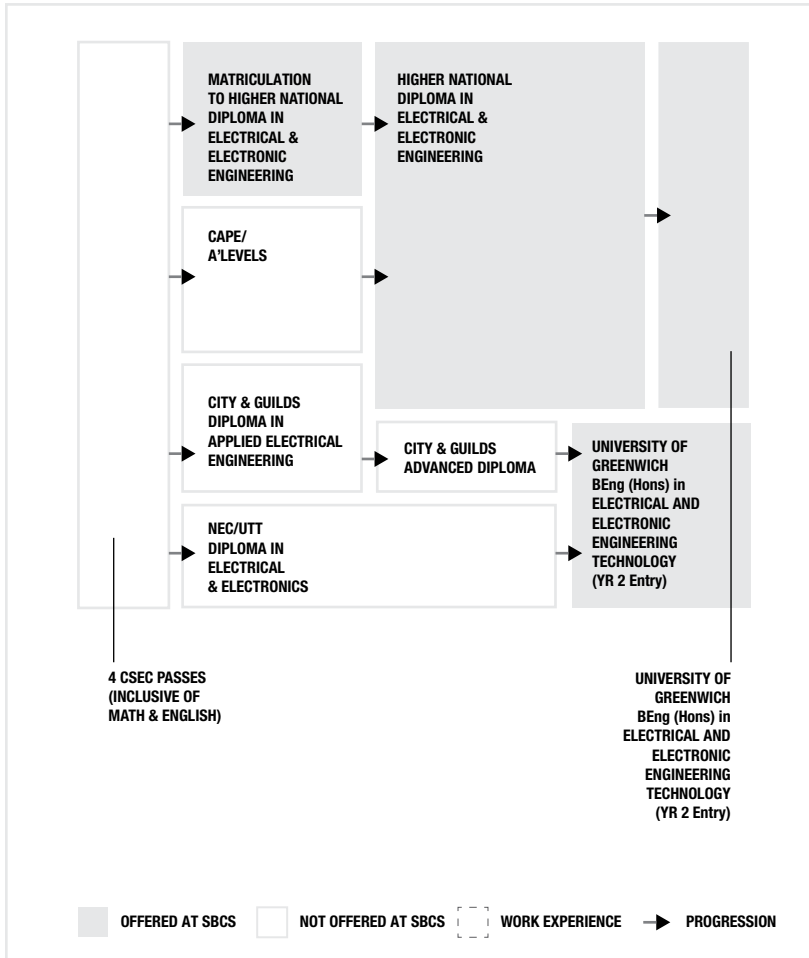
See Flow Chart -->

DETAILS

SBCS - sbcs.edu.tt

Pearson - qualifications.pearson.com

UoG - gre.ac.uk



“I am pursuing the BTEC HND Electrical and Electronic diploma and intend to do the BEng next year. The experiences with the lecturers and administrators at SBCS are often pleasant because they do try their best to help you succeed.”

Danielle Urbano
 Current Student -
 HND Electrical and Electronic Engineering

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 SBCS

- UoL - University of London: Access Route Programme
- UoL - University of London: BSc (Hons) in Business Administration (International Business)
- 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

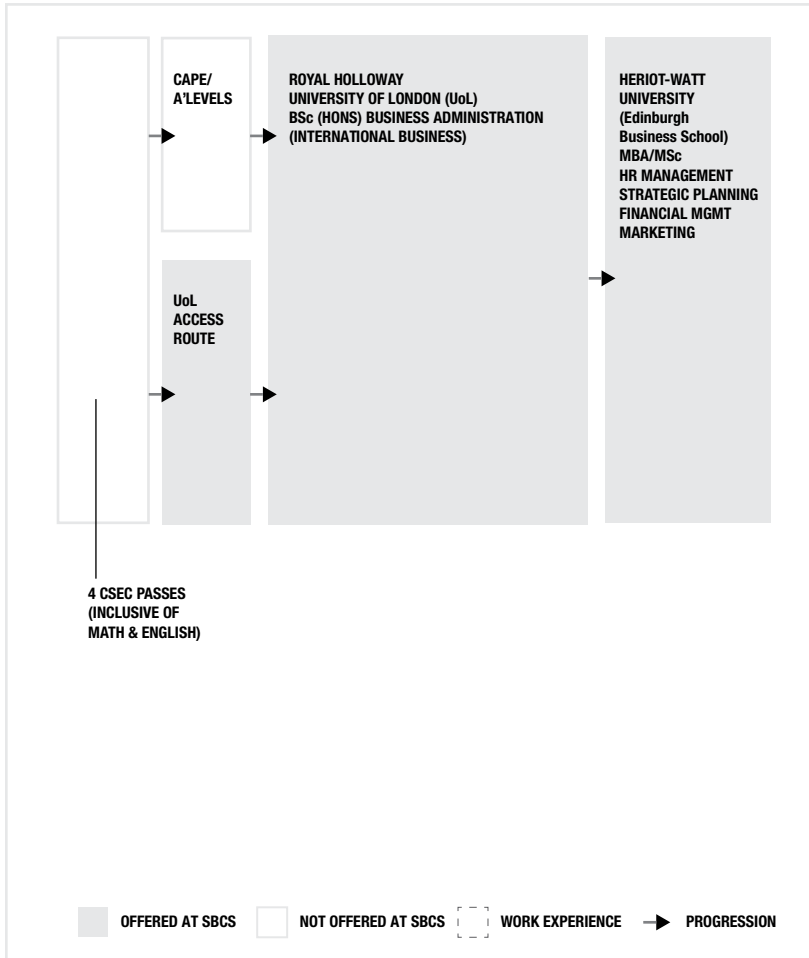
See Flow Chart -->

DETAILS

SBCS - sbc.edu.tt

UoL - londoninternational.ac.uk

EBS - ebsglobal.net



“The University of London has a reputation for offering challenging, yet relevant programmes. The modules go beyond theory and are applicable in today’s dynamic business environment. 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.”

Gizelle James-Bernard
BSc Business Administration
University of London
Communications Assistant
Sagicor Life Inc.

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

- 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
- UoG – University of Greenwich: BA (Hons) Human Resource Management
- 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 - sbcs.edu.tt

ABE - abeuk.com

Pearson - qualifications.pearson.com

UoG - gre.ac.uk

UoS - sunderland.ac.uk

UoL - londoninternational.ac.uk

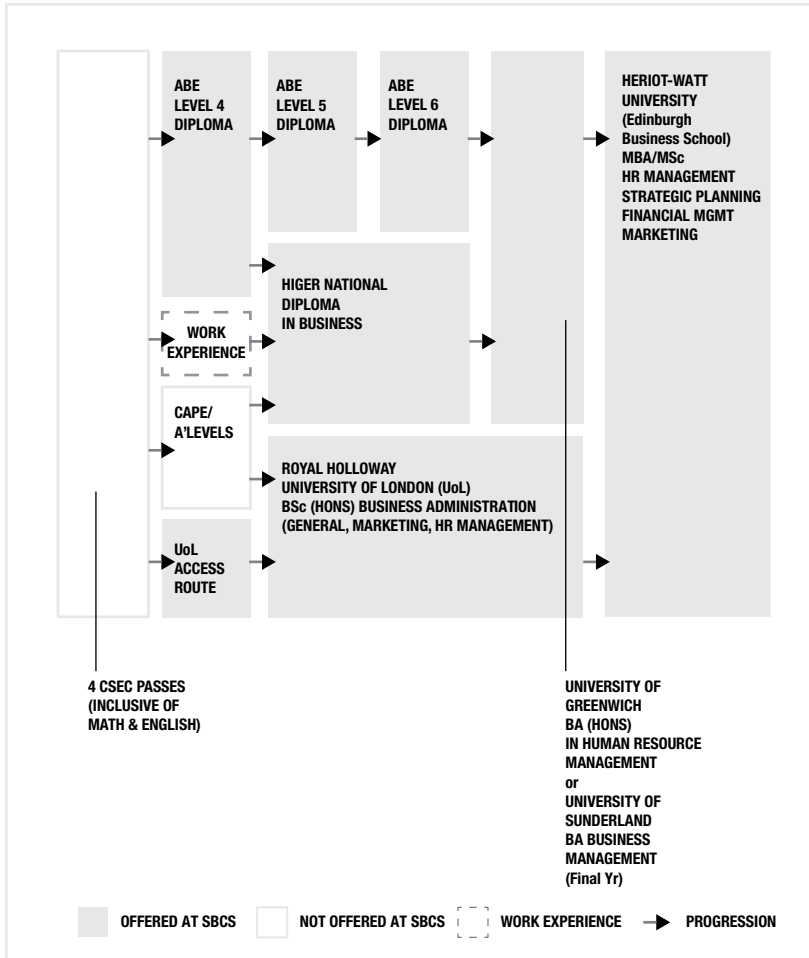
EBS - ebsglobal.net

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.



“This is a well organised programme which connects theoretical study with practical application in today’s business environment. - I am a proud 2016 Graduate.”

Christal Ramkhalawan
 BA (Hons) Business Management
 (First Class Honours)
 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

- 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
- UoG – University of Greenwich: BA (Hons) Human Resource Management
- UoS – University of Sunderland: BA (Hons) in Business Management
- UoL - University of London: BSc (Hons) in Business Administration (International Business)
- 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 -->

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UoS - sunderland.ac.uk

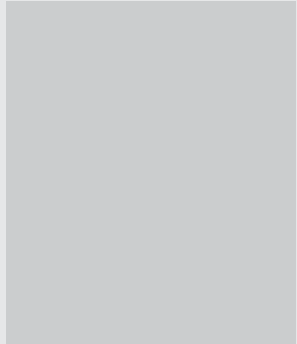
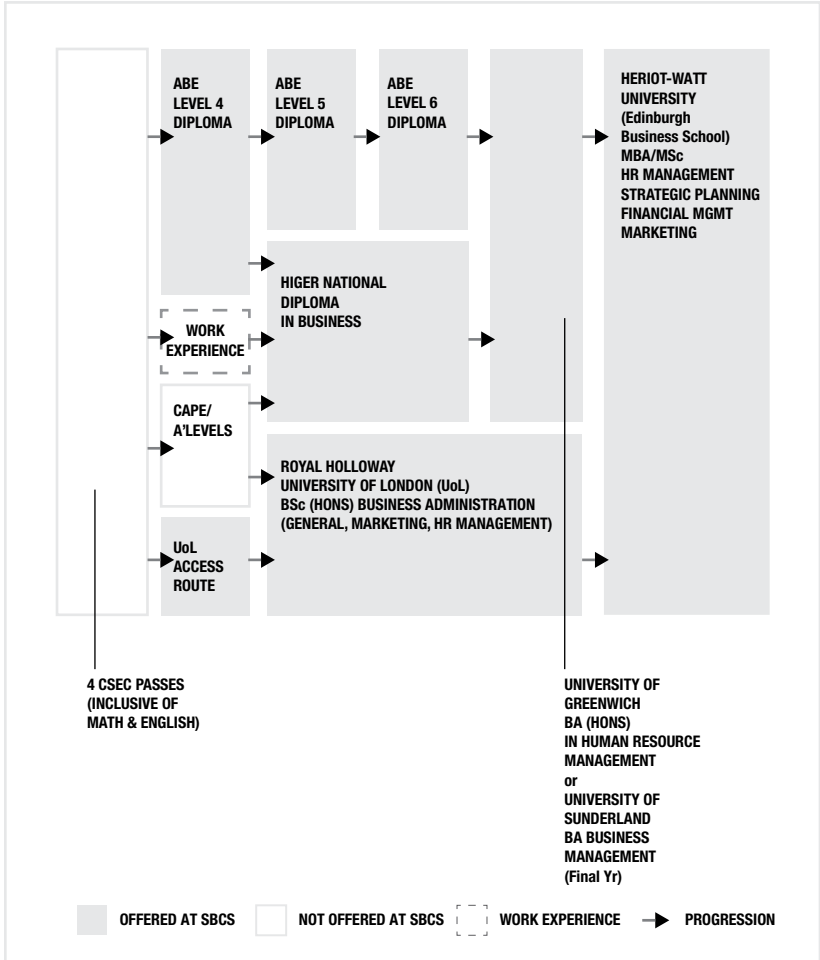
EBS - ebsglobal.net

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.



“SBCS provided a high standard of teaching and an environment that was conducive to learning and collaborating and one which allowed me to realise my full potential. The University of Greenwich HRM programme has equipped me with invaluable knowledge, marketable skills and the self-confidence to make a difference in the multi-faceted, dynamic field of HRM.”

Judy Lee Lum
 BA (Hons) Human Resource Management
 (Upper Second Class Honours)
 University of Greenwich

MARKETING

DESCRIPTION

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

QUALIFICATIONS OFFERED AT SBCS

- UoL - University of London: Access Route Programme
- UoL - University of London: BSc (Hons) in Business Administration (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 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

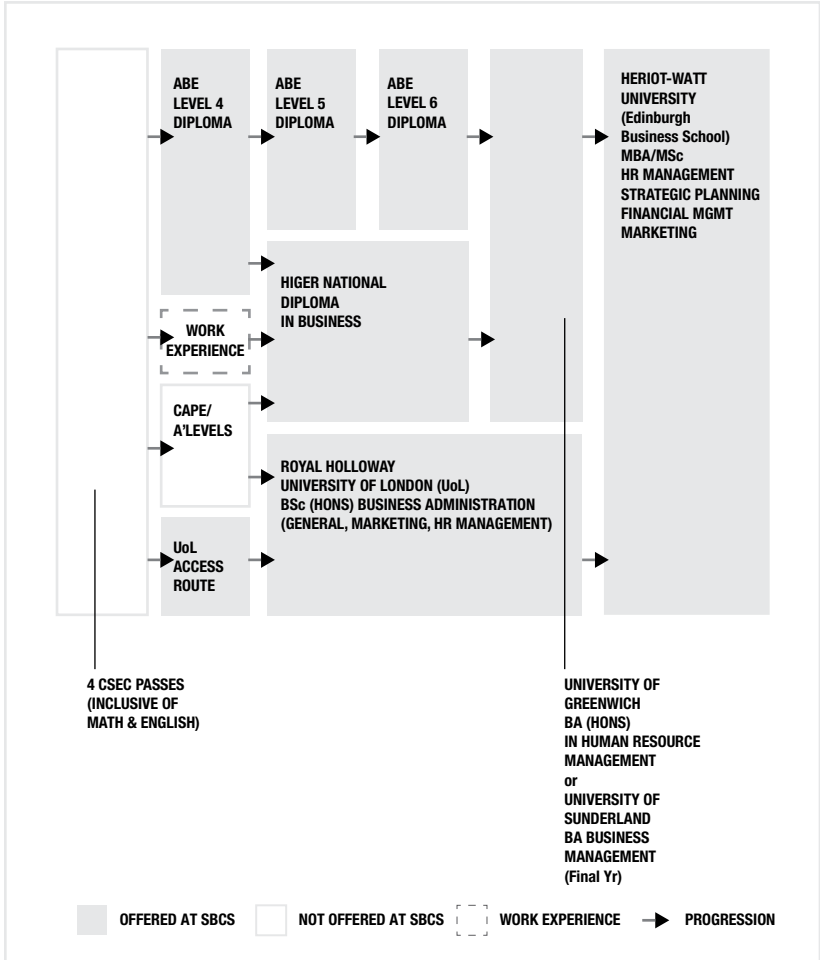
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DETAILS

SBCS - sbcs.edu.tt

UoL - londoninternational.ac.uk

EBS - ebsglobal.net



“Captivating classes; relevant discussions; an administration and security department that seeks your interest in your course of study... that’s what made the SBCS Masters Experience so unique.”

Dwight Barnes
 MBA - Class of 2015
 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) for detailed outlines, and a full listing of our IT and Engineering training courses.

CAREER OPPORTUNITIES

Typical Career Opportunities: Starting Course (Computer Literacy)

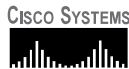
- **Office Automation Specialist / Help Desk Administrator** - Microsoft Office Specialist (Word, Excel, Access, Outlook, Project), Peachtree
- **Graphic Designer / Artist** - A Professional Certificate in Design Essentials – Adobe CS6 – Illustrator, Photoshop and InDesign, A Master's Course in Adobe Illustrator CS6, A Master's Course in Adobe Photoshop CS6, Advanced Graphics and Animation, Computer Games Design and Development
- **Computer-aided Designer / Draughtsman** - AutoCAD
- **Web Programmer / Designer** - Creating & Developing Websites, Advanced Website Development, Certified Internet

Webmaster (CIW)

- **Computer Repair / Network Technician** - Computer Repairs, A+, Network+, Security+, CISCO Certified Network Associate, Fibre Optics Installer
- **Systems Administrator / Engineer** - Microsoft Certified Solutions Associate / Expert (Windows Server), ITIL Foundation Certification, Microsoft Exchange Server (70-662)
- **Database Administrator** - Microsoft Certified Solutions Associate/ Expert (SQL Server), Introduction to SQL, Introduction to SPSS: A Practical Approach
- **Computer Security** – Computer Forensics, Security+

“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) for detailed outlines, and a full listing of our Professional 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.
SBCS is a Global Registered Provider with PMI.

MEDIA SHORT COURSES

SBCS' Centre for Media Studies (CMS) is a specialised department operating at the Port of Spain Campus. The CMS focuses on the delivery of Media and Media related courses. 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 Studies (CMS) for detailed outlines, and a full listing of our courses:

- Adobe After Effects CS6
- A Master's Course in Digital Photography
- A Master's Course in Video Editing for PC
- A Master's Course in Video Production for PC: A Complete Guide from Script to Screen
- Digital Audio Production and Engineering 101
- Professional Journalism - Getting it Write
- Voice Articulation: The Art of Vocal Expression

STEPS TO CAREER SUCCESS

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

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

1. Self-Assessment

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

2. Research on Careers

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

3. Decision Making

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

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

Email: **studentservices@sbc.edu.tt**
Tel.: **663-7227 ext. 1290-3**

Elizabeth Mungalsingh BSc ISM graduate '14

BA graduates '13 having a little chat

Giselle Hernandez - graduate '14

Valedictorian
Melanie Waithe
BA (Hons) Media Communications '12

St Lucian student Nigel Blanchard
BA (Hons) Business Management '14

MSc graduates '13 striking a pose

MA graduates '12 sitting in style

bachelors • masters • doctorate
corporate • short-term



www.sbcs.edu.tt

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& Trincity Blvd.
Tel: 640-7090
trincity@sbcs.edu.tt

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- Human Resources
- Business
- Project Management
- Marketing
- Logistics, Procurement & Supply
- Media & Communications
- Information Technology
- Engineering
- Health & Safety
- Facilities Management
- Graphic Design