



GLOBAL LEARNING INSTITUTE



PROFESSIONAL DEVELOPMENT

SHORT COURSES & SEMINARS



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SCHEDULE 2017

**PROFESSIONAL DEVELOPMENT
SHORT COURSE & SEMINAR**

SCHEDULE 2017

With over 10 years experience in Corporate Training, IT and Engineering, Media and Graphic Design; you're just a few clicks away from personal and portfolio enhancement.

[CORPORATE TRAINING on the WEB](#)

[IT & ENGINEERING on the WEB](#)

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WHO WE ARE & WHAT WE DO.

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

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COURSES BY MONTH

January	July
February	August
March	September
April	October
May	November
June	

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JANUARY PROGRAMMES

A+

AutoCAD 2017 – Essentials and Intermediate (Level 1)

CAPM[®] Intermediate Module

Computer Literacy

A Professional Certificate in Design Essentials

Microsoft Excel 2016

Network+

PMP[®] Certification

Project Management for Business Professionals

The Professional Certificate in Supervisory Management

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FEBRUARY PROGRAMMES

A+

Computer Literacy

A Professional Certificate in Design Essentials

Fundamentals of Computer Repairs

Microsoft Word 2016

Microsoft Project 2016

Project Management for Business Professionals

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MARCH PROGRAMMES

A Practical Course in Sage 50 (Peachtree) Accounting

A+

A Practical Approach to Managing your Own Business
Entrepreneurship 101

A Practical Approach to Payroll & Budgeting

A Practical Course in AC and Maintenance

AutoCAD 2017 – Essentials and Intermediate (Level 1)

CAPM® Intermediate Module

Certificate in Programmable Logic Controllers

Cisco CCNA 200-125

Computer Literacy

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MARCH PROGRAMMES

Design Essentials

Effective Business Communication (Writing & Speaking)

Electric Motor Controls (Level 1)

Facilities Management - Building Services Maintenance

Implementing Photovoltaic Systems for Solar Power Gen. (Lvl1)

Introduction to Digital Marketing

Introduction to SQL

Installing and Configuring Windows Server 2012 (70-410)

Inventory & Warehouse Management for Business Professionals

Logistics Management for Business Professionals

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MARCH PROGRAMMES

MCSA: Windows Server 2012

Network Forensic Investigation

PMP® Certification

Principles of Digital Photography

Project Management for Business Professionals

Public Relations and Corporate Communications

The Professional Certificate in Human Resource Management

The Professional Certificate in Office Administration

Purchasing with Business Ethics for Business Professionals

The Professional Certificate in Supervisory Management

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APRIL PROGRAMMES

A Practical Approach to Risk Assessment & Management (OSHE)

A Practical Approach to Taxation (Personal and Business)

A Professional Certificate in Design Essentials

A Professional Certificate in Digital Marketing

A Professional Certificate in Sales & Marketing

A+

AutoCAD 2017 – 2D Drafting (Level 2)

A Practical Approach to Basic Automotive Maintenance

Certificate in Basic Electrical Installation (Residential)

Certificate in Electricity and Electronics

Certificate in Plumbing Technology

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APRIL PROGRAMMES

Computer Literacy

Creating & Developing Websites

Electric Motor Controls (Level 1)

Facilities Management - Building Services Maintenance

Fibre Optics Installer

Image Mgmt. & Bus. Etiquette for Professionals (Workshop)

Inventory & Warehouse Management for Business Professionals

Leadership & Coaching for Business Professionals (Seminar)

Microsoft Excel 2016

Microsoft PowerPoint 2016

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APRIL PROGRAMMES

Microsoft Project 2016

Network+

Part 1: Fundamentals of Spanish for Beginners

Project Management for Business Professionals

Supervisory Management Workshop (Seminar)

The Professional Certificate in Office Administration

The Professional Certificate in Supervisory Management

Time Management for Business Professionals (Seminar)

Train the Trainer with Emotional Intelligence (Seminar)

Voice Articulation: Broadcasting & Speech

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MAY PROGRAMMES

A Practical Course in Sage 50 (Peachtree) Accounting

A Professional Certificate in Design Essentials

A Professional Certificate in Digital Marketing (Seminar)

A Professional Certificate in Managing Construction Projects

A+

Acing a Media Interview

Adobe After Effects CS6 Fundamentals

AutoCAD 2017 – 2D Drafting (Level 2)

AutoCAD 2017 – Essentials and Intermediate (Level 1)

Bid Evaluation Essentials - Part 1

CAPM® Intermediate Module

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MAY PROGRAMMES

Certificate in Building Management Systems

Certificate in Three Phase Power & Plant Distribution

Cisco CCNA 200-125

CIW Web Design Specialist

Computer Forensics

Computer Literacy

Fundamentals of Computer Repairs

Implementing Photovoltaic Systems for Solar Power Gen. (Lvl 1)

ITIL Foundation Certification

MCSA - Administering Windows Server 2012 (70-411)

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MAY PROGRAMMES

Networking, Collaboration and Teamwork
for Professionals (Seminar)

Part 2: Oral Spanish for Business Professionals

PMP® Certification

Professional Customer Service Training -
Maximising Customer Satisfaction

Project Management for Business Professionals

Psychology & Emotional Intelligence for Business Professionals

Purchasing with Business Ethics for Business Professionals

The Professional Certificate in Human Resource Management

The Professional Certificate in Office Administration

The Professional Certificate in Supervisory Management

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JUNE PROGRAMMES

A Practical Approach to Managing your Own Business -
Entrepreneurship 101

A Practical Approach to Payroll & Budgeting

A Practical Approach to Taxation (Personal and Business)

A Professional Certificate in Design Essentials

A Professional Certificate in Sales & Marketing

Advanced Website Development

Advanced Writing Skills for Professionals

AutoCAD 2017 – 3D Drawing and Modeling (Level 3)

Business Process Mapping, Analysis, Re-engineering
and Quality Management

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JUNE PROGRAMMES

CAPM® Intermediate Module

Certificate in Plumbing Technology

Certificate in Programmable Logic Controllers

Computer Literacy

Contract Management for Business & Technical Professionals

Electric Motor Controls (Level 1)

Implementing Wind Power Systems for Residential Use

Inventory & Warehouse Management for Business Professionals

Mastering Public Speaking and Presentations using PowerPoint

MCSE - Configuring Adv. Windows Server 2012 Services (70-412)

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JUNE PROGRAMMES

Network+

Professional Journalism - Social Media & Digital News

Project Management for Business Professionals

Public Relations and Corporate Communications

Purchasing with Business Ethics for Business Professionals

Security Testing Associate

Security+

Supervisor to Manager: Making the Transition (Seminar)

Supervisory Management Workshop (Seminar)

The Professional Certificate in Human Resource Management

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JUNE PROGRAMMES

The Professional Certificate in Supervisory Management

The Strategic Leader: From Vision to Execution (Seminar)

Wireless Security Associate

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JULY PROGRAMMES

A Practical Course in Sage 50 (Peachtree) Accounting

A Master's Course in Video Production for PC: A Complete Guide from Script to Screen

A Professional Certificate in Design Essentials

A Professional Certificate in Digital Marketing

A+

Advanced Writing Skills for Professionals

Applied IT (MS Word, Excel, PowerPoint, Outlook, Project)

AutoCAD 2017 – 3D Drawing and Modeling (Level 3)

AutoCAD 2017 – Essentials and Intermediate (Level 1)

Business & Entrepreneurship Camp

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JULY PROGRAMMES

Cisco CCNA 200-125

Computer Literacy

Electric Motor Controls (Level 1)

Fundamentals of Computer Repairs

Implementing Photovoltaic Systems for Solar Power Gen.(Lvl 1)

MCSA - Querying Microsoft SQL Server 2012 (70-461)

MCSA: SQL Server 2012

MCSA: Windows Server 2012

MCSE - Installing and Configuring Windows Server 2012 (70-410)

Microsoft Excel 2016

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JULY PROGRAMMES

Microsoft Project 2016

Microsoft Word 2016

Network+

OSHA - Construction Industry (TT OSH ACT) Training

OSHA - General Industry (TT OSH Act) Training

Part 3: Effective Written Communication in Spanish for Business

Professionals

PMP® Certification

Project Management for Business Professionals

Project Management for Business Professionals (Seminar)

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JULY PROGRAMMES

Purchasing with Business Ethics for Business Professionals

Summer Camp

Technology Camp

The Professional Certificate in Human Resource Management

The Professional Certificate in Office Administration (Seminar)

The Professional Certificate in Supervisory Management

Train the Trainer with Emotional Intelligence (Seminar)

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AUGUST PROGRAMMES

A Professional Certificate in Design Essentials

A+

Applied IT (MS Word, Excel, PowerPoint, Outlook, Project)

AutoCAD 2017 – 2D Drafting (Level 2)

AutoCAD 2017 – Essentials and Intermediate (Level 1)

CAPM® Intermediate Module

A Practical Approach to Basic Automotive Maintenance

Certificate in Basic Electrical Installation (Residential)

Certificate in Three Phase Power & Plant Distribution

CIW Web Design Specialist

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AUGUST PROGRAMMES

Computer Literacy

Event Management for Business Professionals

Fundamentals of Computer Repairs

Interview Techniques for Journalists

Introduction to Digital Marketing - ONLINE

Introduction to SQL

Logistics Management for Business Professionals

MCSE: Administering Windows Server 2012 (70-411)

MCSE: Designing and Implementing a Server
Infrastructure (70-413)

MCSE: Server Infrastructure

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AUGUST PROGRAMMES

Network+

PMP® Certification

Professional Customer Service Training - Maximising
Customer Satisfaction

Project Management for Business Professionals

The Professional Certificate in Office Administration

The Professional Certificate in Supervisory Management

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SEPTEMBER PROGRAMMES

A Practical Course in Sage 50 (Peachtree) Accounting

A Practical Approach to Risk Assessment & Management (OSHE)

A Practical Course in AC and Maintenance

A Professional Certificate in Design Essentials

A Professional Certificate in Digital Marketing

A Professional Certificate in Sales & Marketing

A+

AutoCAD 2017 – 2D Drafting (Level 2)

Certificate in Advanced Programmable Logic Controllers

Certificate in Plumbing Technology

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SEPTEMBER PROGRAMMES

Certificate in Three Phase Power & Plant Distribution

Computer Literacy

Creating & Developing Websites

Effective Business Communication (Writing & Speaking)

Facilities Management - Building Services Maintenance

Fibre Optics Installer

Fundamentals of Computer Repairs

Implementing Photovoltaic Systems for Solar
Power Gen. (Lvl 2)

Inventory & Warehouse Management for Business Professionals

Logistics Management for Business Professionals

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SEPTEMBER PROGRAMMES

MCSA: Administering Microsoft SQL Server
2012 Databases (70-462)

MCSE: Configuring Advanced Windows Server 2012
Services (70-412)

MCSE: Implementing an Advanced Server Infrastructure (70-414)

Microsoft Excel 2016

Microsoft PowerPoint 2016

Network+

OSHA - General Industry (TT OSH Act) Training

PMP Exam Boost - ONLINE

PMP® Certification

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SEPTEMBER PROGRAMMES

Principles of Digital Photography

Project Management for Business Professionals

Security+

The Professional Certificate in Human Resource Management

The Professional Certificate in Office Administration

The Professional Certificate in Supervisory Management

Voice Articulation: Broadcasting & Speech

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OCTOBER PROGRAMMES

A Master's Course in Video Editing for PC

A Practical Approach to Payroll & Budgeting

A Practical Approach to Taxation (Personal and Business)

A Professional Certificate in Design Essentials

A Professional Certificate in Managing Construction Projects

A+

Advanced Website Development

Advanced Writing Skills for Professionals

AutoCAD 2017 – 3D Drawing and Modeling (Level 3)

CAPM® Intermediate Module

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OCTOBER PROGRAMMES

Cisco CCNA 200-125

CIW E-Commerce Specialist

Computer Forensics

Computer Literacy

Finance for Non-Finance Professionals

Fundamentals of Computer Repairs

Logistics Management for Business Professionals

MCSA: Implementing a Data Warehouse with Microsoft SQL Server 2012 (70-463)

MCSE: Designing and Implementing a Server Infrastructure (70-413)

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OCTOBER PROGRAMMES

MCSE: Server Infrastructure

Microsoft Excel 2016

Microsoft Project 2016

Microsoft Word 2016

Network+

PMP Exam Boost - ONLINE

Professional Customer Service Training - Maximising
Customer Satisfaction

Project Management for Business Professionals

Project Management PDU Modules – Taster - ONLINE

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OCTOBER PROGRAMMES

Project Strategic Alignment, Selection, and Approval - ONLINE

Purchasing with Business Ethics for Business Professionals

Scope and Time Management - ONLINE

Stakeholder Analysis and Engagement Strategies - ONLINE

Supervisory Management Workshop (Seminar)

The Professional Certificate in Human Resource Management

The Professional Certificate in Office Administration

The Professional Certificate in Supervisory Management

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NOVEMBER PROGRAMMES

Applied IT (MS Word, Excel, PowerPoint, Outlook, Project)

AutoCAD 2017 – 3D Drawing and Modeling (Level 3)

Cisco CCNA 200-125

Computer Forensics

Computer Literacy

Fundamentals of Computer Repairs

Incident Command System (ICS-100)

Inventory & Warehouse Management for Bus. Professionals

ITIL Foundation Certification

Managing Changes During Project Execution - ONLINE

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NOVEMBER PROGRAMMES

MCSE: Implementing an Advanced Server Infrastructure (70-414)

Monitoring and Control - Project Meetings and Reports - ONLINE

Networking, Collaboration and Teamwork for Professionals (Seminar)

Project Management for Business Professionals (Seminar)

Security+

Supervisor to Manager: Making the Transition (Seminar)

Train the Trainer with Emotional Intelligence (Seminar)

Transitioning the Project Outcome into Operations - ONLINE

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COURSES BY GROUP

Accounting	Administration	Animation, Graphic Design & Web Development	AutoDesk
Business Communication	CompTIA & Computer Repairs	CISCO CCNA	Engineering
Entrepreneurship	General Mgmt/ Customer Service/ Team Building	Health, Safety & Disaster Planning	HRM & Trainer Development
Languages	Marketing/PR	Media	Microsoft Office & Computer Lit.
Microsoft Certifications	*New* IT Courses	Procurement/ Supply Management	Project Management
Summer Camps	Supervisory Management		

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ACCOUNTING

A Practical Approach to Payroll & Budgeting

A Practical Approach to Taxation (Personal and Business)

Finance for Non-Finance Professionals

A Practical Course in Sage 50 (Peachtree) Accounting

ADMINISTRATION

The Professional Certificate in Office Administration

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ANIMATION, GRAPHIC DESIGN & WEB DEVELOPMENT

A Professional Certificate in Design Essentials

Creating & Developing Websites

CIW Web Design Specialist

Advanced Website Development

CIW E-Commerce Specialist

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AUTODESK

AutoCAD 2017 – Essentials and Intermediate (Level 1)

AutoCAD 2017 – 2D Drafting (Level 2)

AutoCAD 2017 – 3D Drawing and Modeling (Level 3)

BUSINESS COMMUNICATION

Effective Business Communication (Writing & Speaking)

Advanced Writing Skills for Professionals

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COMPTIA/ COMPUTER REPAIRS

A+

Fundamentals of Computer Repairs

Network+

Security+

CISCO CCNA

Cisco CCNA 200-125

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ENGINEERING

Certificate in Programmable Logic Controllers

Electric Motor Controls(Level 1)

A Practical Course in AC and Maintenance

Implementing Photovoltaic Systems for Solar Power Gen. (Lvl 1)

Certificate in Electricity and Electronics

Certificate in Plumbing Technology

Fibre Optics Installer

Certificate in Basic Electrical Installation (Residential)

A Practical Approach to Basic Automotive Maintenance

Certificate in Building Management Systems

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ENGINEERING

Certificate in Three Phase Power & Plant Distribution

Implementing Wind Power Systems for Residential Use

Certificate in Advanced Programmable Logic Controllers

Implementing Photovoltaic Sys. for Solar Power Gen. Lvl 2

ENTREPRENEURSHIP

A Practical Approach to Managing your Own Business -
Entrepreneurship 101

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GENERAL MANAGEMENT, CUSTOMER SERVICE, TEAM BUILDING

Time Management for Business Professionals (Seminar)

Professional Customer Service Training -
Maximising Customer Satisfaction

Networking, Collaboration and Teamwork for Professionals
(Seminar)

Business Process Mapping, Analysis, Re-engineering
and Quality Management

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HEALTH, SAFETY AND DISASTER PLANNING

Facilities Management - Building Services Maintenance

A Practical Approach to Risk Assessment & Management (OSHE)

OSHA - General Industry (TT OSH Act) Training

OSHA - Construction Industry (TT OSH ACT) Training

Incident Command System (ICS-100)

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HUMAN RESOURCE MANAGEMENT & TRAINER DEVELOPMENT

The Professional Certificate in Human Resource Management

Image Management & Business Etiquette
for Professionals (Workshop)

Train the Trainer with Emotional Intelligence (Seminar)

Psychology & Emotional Intelligence for Business Professionals

Bid Evaluation Essentials - Part 1

Bid Evaluation Essentials - Part 2

Contract Management for Business & Technical Professionals

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LANGUAGES

Part 1: Fundamentals of Spanish for Beginners

Part 2: Oral Spanish for Business Professionals

Part 3: Effective Written Communication in Spanish
for Business Professionals

MARKETING/PR

Public Relations and Corporate Communications

Introduction to Digital Marketing

A Professional Certificate in Digital Marketing

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MARKETING/PR

A Professional Certificate in Sales & Marketing

A Professional Certificate in Digital Marketing (Seminar)

Mastering Public Speaking and Presentations using PowerPoint

Event Management for Business Professionals

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MEDIA

Broadcast News: The Fundamentals

Digital Audio Production and Engineering 101

Principles of Digital Photography

Voice Articulation: Broadcasting & Speech

Acing a Media Interview

Adobe After Effects CS6 - Fundamentals

Professional Journalism - Social Media & Digital News

A Master's Course in Video Production for PC: A Complete Guide

from Script to Screen

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MEDIA

Interview Techniques for Journalists

A Master's Course in Video Editing for PC

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MICROSOFT OFFICE & COMPUTER LITERACY

Microsoft Excel 2016

Microsoft Word 2016

Microsoft PowerPoint 2016

Computer Literacy

Applied IT Training

(MS Word, Excel, PowerPoint, Outlook, Project)

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MICROSOFT CERTIFICATIONS

Microsoft Certified Solutions Associate (MCSA):
Windows Server 2012 - (3 modules)

Installing and Configuring Windows Server 2012 (70-410)

Administering Windows Server 2012 (70-411)

Configuring Advanced Windows Server 2012 Services (70-412)

Microsoft Certified Solutions Expert (MCSE):
Server Infrastructure - (2 modules)

Designing and Implementing a Server Infrastructure (70-413)

Implementing an Advanced Server Infrastructure (70-414)

Microsoft Certified Solutions Associate (MCSA):
SQL Server 2012 - (3 modules)

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MICROSOFT CERTIFICATIONS

Querying Microsoft SQL Server 2012 (70-461)

Administering Microsoft SQL Server 2012 Databases (70-462)

Implementing a Data Warehouse with Microsoft SQL Server 2012 (70-463)

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NEW IT COURSES

Introduction to SQL

Network Forensic Investigation

Wireless Security Associate

ITIL Foundation Certification

Security Testing Associate

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PROCUREMENT & SUPPLY MANAGEMENT

Purchasing with Business Ethics for Business Professionals

Inventory & Warehouse Management for Business Professionals

Logistics Management for Business Professionals

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PROJECT MANAGEMENT

Project Management for Business Professionals

CAPM® Intermediate Module

PMP® Certification

Project Management for Business Professionals (Seminar)

A Professional Certificate in Managing Construction Projects

Project Management PDU Modules - Taster

Project Strategic Alignment, Selection, and Approval

Stakeholder Analysis and Engagement Strategies

Scope and Time Management

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PROJECT MANAGEMENT

Project Management for IT Professionals

PMP Exam Boost

Managing Changes during Project Execution

Microsoft Project 2016

Monitoring and Control - Project Meetings and Reports

Transitioning the Project Outcome into Operations

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SUMMER CAMPS

Summer Camp

Tech Camp

SUPERVISORY MANAGEMENT

The Professional Certificate in Supervisory Management

Leadership & Coaching for Business Professionals (Seminar)

Supervisory Management Workshop (Seminar)

The Strategic Leader: From Vision to Execution (Seminar)

Supervisor to Manager: Making the Transition (Seminar)

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COURSES BY CAMPUS

Champs Fleurs	San Fernando
Trincity	Port of Spain

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PORT OF SPAIN

Broadcast News: The Fundamentals	9-Mar
Digital Audio Production and Engineering 101	13-Mar
Project Management for Business Professionals (Seminar)	14-Mar
Principles of Digital Photography	18-Mar
Public Relations and Corporate Communications	25-Mar
Voice Articulation: Broadcasting & Speech	1-Apr
Train the Trainer with Emotional Intelligence (Seminar)	4-Apr
The Professional Certificate in Office Administration	25-Apr
Supervisory Management Workshop (Seminar)	26-Apr

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PORT OF SPAIN

Project Management for Business Professionals	29-Apr
A Professional Certificate in Digital Marketing (Seminar)	2-May
A Professional Certificate in Design Essentials	2-May
Acing a Media Interview	6-May
Adobe After Effects CS6 Fundamentals	6-May
Professional Journalism - Social Media & Digital News	1-Jun
CAPM® Intermediate Module	24-Jun
Mastering Public Speaking and Presentations using PowerPoint	24-Jun

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PORT OF SPAIN

A Master’s Course in Video Production for PC: A Complete Guide from Script to Screen	1-Jul
Project Management for Business Professionals (Seminar)	11-Jul
Train the Trainer with Emotional Intelligence (Seminar)	25-Jul
Interview Techniques for Journalists	5-Aug
The Professional Certificate in Supervisory Management	15-Aug
Professional Customer Service Training - Maximising Customer Satisfaction (Seminar)	22-Aug
Project Management for Business Professionals	2-Sep
PMP® Certification	2-Sep

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PORT OF SPAIN

The Professional Certificate in Human Resource Management	4-Sep
Voice Articulation: Broadcasting & Speech	9-Sep
A Professional Certificate in Design Essentials	16-Sep
Principles of Digital Photography	16-Sep
A Master’s Course in Video Editing for PC	2-Oct
Supervisory Management Workshop (Seminar)	4-Oct
Project Management for Business Professionals (Seminar)	25-Oct

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TRINCITY

CAPM® Intermediate Module	28-Jan
Project Management for Business Professionals	4-Feb
Computer Literacy	11-Feb
The Professional Certificate in Supervisory Management	7-Mar
Inventory & Warehouse Management for Business Professionals	7-Mar
Facilities Management - Building Services Maintenance	11-Mar
Image Management & Business Etiquette for Professionals (Workshop)	4-Apr
A Professional Certificate in Design Essentials	4-Apr

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TRINCITY

The Professional Certificate in Office Administration	29-Apr
Purchasing with Business Ethics for Business Professionals	2-May
Computer Literacy	6-May
Project Management for Business Professionals	20-May
CAPM® Intermediate Module	27-May
The Professional Certificate in Human Resource Management	3-Jun
Supervisory Management Workshop (Seminar)	28-Jun
Applied IT Training (MS Word, Excel, PowerPoint, Outlook, Project)	1-Jul

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TRINCITY

Computer Literacy	4-Jul
The Professional Certificate in Supervisory Management	8-Jul
OSHA - Construction Industry (TT OSH ACT) Training	8-Jul
SUMMER CAMP	10-Jul
SUMMER CAMP	24-Jul
BUSINESS & ENTREPRENEURSHIP CAMP	24-Jul
TECH CAMP	24-Jul
The Professional Certificate in Office Administration (Seminar)	26-Jul
Project Management for Business Professionals	29-Jul

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TRINCITY

Logistics Management for Business Professionals	8-Aug
Computer Literacy	12-Aug
The Professional Certificate in Office Administration	26-Aug
PMP® Certification	26-Aug
Computer Literacy	12-Sep
Project Management for Business Professionals (Seminar)	27-Sep
Computer Literacy	14-Oct

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CHAMPS FLEURS

Network+	23-Jan
Computer Literacy	23-Jan
A+	24-Jan
The Professional Certificate in Supervisory Management	26-Jan
Project Management for Business Professionals	28-Jan
Microsoft Excel 2016	28-Jan
PMP® Certification	29-Jan
AutoCAD 2017 – Essentials and Intermediate (Level 1)	30-Jan
Microsoft Project 2016	4-Feb

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CHAMPS FLEURS

Microsoft Word 2016	7-Feb
A Professional Certificate in Design Essentials	11-Feb
Fundamentals of Computer Repairs	12-Feb
A+	18-Feb
A Practical Approach to Managing your Own Business - Entrepreneurship 101	1-Mar
The Professional Certificate in Human Resource Management	4-Mar
AutoCAD 2017 – Essentials and Intermediate (Level 1)	4-Mar
The Professional Certificate in Office Administration	5-Mar

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CHAMPS FLEURS

Purchasing with Business Ethics for Business Professionals	6-Mar
A Practical Course in Sage 50 (Peachtree) Accounting	6-Mar
Computer Literacy	6-Mar
Effective Business Communication (Writing & Speaking)	7-Mar
Project Management for Business Professionals	8-Mar
MCSA: Windows Server 2012	11-Mar
Installing and Configuring Windows Server 2012 (70-410)	11-Mar
Electric Motor Controls (Level 1)	11-Mar
Certificate in Programmable Logic Controllers	11-Mar

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CHAMPS FLEURS

A Practical Course in AC and Maintenance	11-Mar
Implementing Photovoltaic Systems for Solar Power Generation (Level 1)	11-Mar
Introduction to SQL	13-Mar
Cisco CCNA 200-125	14-Mar
CAPM® Intermediate Module	18-Mar
A Practical Approach to Basic Automotive Maintenance	18-Mar
A+	19-Mar
Network Forensic Investigation	20-Mar
A Professional Certificate in Design Essentials	21-Mar

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CHAMPS FLEURS

PMP® Certification	25-Mar
AutoCAD 2017 – Essentials and Intermediate (Level 1)	27-Mar
Microsoft PowerPoint 2016	1-Apr
Certificate in Electricity and Electronics	1-Apr
Certificate in Plumbing Technology	2-Apr
A Professional Certificate in Digital Marketing	3-Apr
Computer Literacy	3-Apr
Fiber Optics Installer	3-Apr
Electric Motor Controls (Level 1)	3-Apr

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CHAMPS FLEURS

Facilities Management - Building Services Maintenance	4-Apr
A Practical Approach to Risk Assessment & Management (OSHE)	4-Apr
Part 1: Fundamentals of Spanish for Beginners	4-Apr
The Professional Certificate in Office Administration	5-Apr
A Practical Approach to Taxation (Personal and Business)	6-Apr
A Professional Certificate in Sales & Marketing	13-Apr
AutoCAD 2017 – 2D Drafting (Level 2)	22-Apr
Certificate in Basic Electrical Installation (Residential)	22-Apr

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CHAMPS FLEURS

Project Management for Business Professionals	23-Apr
Network+	24-Apr
Webinar - Online	25-Apr
Creating & Developing Websites	25-Apr
Microsoft Excel 2016	25-Apr
Time Management for Business Professionals (Seminar)	28-Apr
A Practical Approach to Basic Automotive Maintenance	29-Apr
CIW Web Design Specialist	1-May

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CHAMPS FLEURS

Computer Forensics	1-May
ITIL Foundation Certification	2-May
A Practical Course in Sage 50 (Peachtree) Accounting	6-May
Administering Windows Server 2012 (70-411)	6-May
Certificate in Building Management Systems	6-May
PMP® Certification	7-May
Fundamentals of Computer Repairs	7-May
Part 2: Oral Spanish for Business Professionals	9-May
A+	9-May
A Professional Certificate in Managing Construction Projects	10-May

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CHAMPS FLEURS

The Professional Certificate in Supervisory Management	14-May
AutoCAD 2017 – 2D Drafting (Level 2)	15-May
Computer Literacy	15-May
The Professional Certificate in Human Resource Management	16-May
A Professional Certificate in Design Essentials	20-May
The Professional Certificate in Office Administration	23-May
Networking, Collaboration and Teamwork for Professionals (Seminar)	26-May
Certificate in Three Phase Power & Plant Distribution	27-May
Psychology & Emotional Intelligence	

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CHAMPS FLEURS

for Business Professionals	31-May
Public Relations and Corporate Communications	1-Jun
Project Management for Business Professionals	1-Jun
Inventory & Warehouse Management for Business Professionals	3-Jun
Security+	3-Jun
Wireless Security Associate	3-Jun
Implementing Wind Power Systems for Residential Use	4-Jun
Computer Literacy	5-Jun

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CHAMPS FLEURS

A Professional Certificate in Design Essentials	6-Jun
A Practical Approach to Managing your Own Business - Entrepreneurship 101	7-Jun
The Strategic Leader: From Vision to Execution (Seminar)	9-Jun
Supervisor to Manager: Making the Transition (Seminar)	9-Jun
AutoCAD 2017 – 3D Drawing and Modeling (Level 3)	10-Jun
Certificate in Programmable Logic Controllers	10-Jun
Certificate in Plumbing Technology	11-Jun
Business Process Mapping, Analysis, Re-engineering and Quality Management	14-Jun

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CHAMPS FLEURS

CAPM® Intermediate Module	17-Jun
Advanced Website Development	20-Jun
Advanced Writing Skills for Professionals	21-Jun
Network+	24-Jun
Security Testing Associate	24-Jun
Configuring Advanced Windows Server 2012 Services (70-412)	24-Jun
A Practical Approach to Payroll & Budgeting	29-Jun
Project Management for Business Professionals	1-Jul

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CHAMPS FLEURS

Microsoft Excel 2016	1-Jul
Microsoft Project 2016	1-Jul
The Professional Certificate in Supervisory Management	3-Jul
MCSA: Windows Server 2012	3-Jul
AutoCAD 2017 – 3D Drawing and Modeling (Level 3)	3-Jul
Installing and Configuring Windows Server 2012 (70-410)	3-Jul
OSHA - General Industry (TT OSH Act) Training	4-Jul
Part 3: Effective Written Communication in Spanish for Business Professionals	4-Jul

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CHAMPS FLEURS

Fundamentals of Computer Repairs	4-Jul
Cisco CCNA 200-125	4-Jul
Microsoft Word 2016	4-Jul
A Practical Course in Sage 50 (Peachtree) Accounting	10-Jul
A Professional Certificate in Design Essentials	10-Jul
Computer Literacy	10-Jul
MCSA: SQL Server 2012	11-Jul
Querying Microsoft SQL Server 2012 (70-461)	11-Jul

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CHAMPS FLEURS

Computer Literacy	15-Jul
Implementing Photovoltaic Systems for Solar Power Generation (Level 1)	15-Jul
Network+	17-Jul
Project Management for Business Professionals	26-Jul
AutoCAD 2017 – Essentials and Intermediate (Level 1)	29-Jul
A+	29-Jul
A Practical Approach to Basic Automotive Maintenance	5-Aug
CAPM® Intermediate Module	6-Aug

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CHAMPS FLEURS

Fundamentals of Computer Repairs	6-Aug
A+	6-Aug
A+	7-Aug
CIW Web Design Specialist	7-Aug
Introduction to SQL	7-Aug
Network+	7-Aug
Administering Windows Server 2012 (70-411)	7-Aug

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CHAMPS FLEURS

Applied IT Training (MS Word, Excel, PowerPoint, Outlook, Project)	7-Aug
A Professional Certificate in Design Essentials	12-Aug
AutoCAD 2017 – Essentials and Intermediate (Level 1)	14-Aug
MCSE: Server Infrastructure	19-Aug
Designing and Implementing a Server Infrastructure (70-413)	19-Aug
Certificate in Basic Electrical Installation (Residential)	19-Aug
Project Management for Business Professionals	26-Aug
A Professional Certificate in Sales & Marketing	2-Sep

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CHAMPS FLEURS

Certificate in Advanced Programmable Logic Controllers	2-Sep
Project Management for Business Professionals	3-Sep
Certificate in Plumbing Technology	3-Sep
Inventory & Warehouse Management for Business Professionals	4-Sep
Fiber Optics Installer	4-Sep
The Professional Certificate in Office Administration	5-Sep
A Practical Approach to Risk Assessment & Management (OSHE)	5-Sep
Administering Microsoft SQL Server 2012 Databases (70-462)	5-Sep

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CHAMPS FLEURS

Microsoft Excel 2016	5-Sep
Configuring Advanced Windows Server 2012 Services (70-412)	11-Sep
Computer Literacy	11-Sep
Microsoft PowerPoint 2016	11-Sep
A+	12-Sep
AutoCAD 2017 – 2D Drafting (Level 2)	16-Sep
A Practical Course in Sage 50 (Peachtree) Accounting	16-Sep
A Practical Course in AC and Maintenance	16-Sep
The Professional Certificate	

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CHAMPS FLEURS

in Supervisory Management	18-Sep
Network+	18-Sep
A Professional Certificate in Design Essentials	18-Sep
A Professional Certificate in Digital Marketing	19-Sep
Creating & Developing Websites	19-Sep
Effective Business Communication (Writing & Speaking)	26-Sep
Facilities Management - Building Services Maintenance	26-Sep
AutoCAD 2017 – 2D Drafting (Level 2)	27-Sep

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CHAMPS FLEURS

PMP® Certification	30-Sep
Implementing an Advanced Server Infrastructure (70-414)	30-Sep
Implementing Photovoltaic Systems for Solar Power Generation (Level 2)	30-Sep
Certificate in Three Phase Power & Plant Distribution	30-Sep
The Professional Certificate in Human Resource Management	1-Oct
Fundamentals of Computer Repairs	1-Oct
Logistics Management for Business Professionals	2-Oct
A+	2-Oct

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CHAMPS FLEURS

Cisco CCNA 200-125	3-Oct
CAPM® Intermediate Module	4-Oct
A Professional Certificate in Managing Construction Projects	4-Oct
A Practical Approach to Taxation (Personal and Business)	5-Oct
CAPM® Intermediate Module	7-Oct
Microsoft Project 2016	7-Oct
CIW E-Commerce Specialist	9-Oct
Computer Literacy	9-Oct

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CHAMPS FLEURS

The Professional Certificate in Human Resource Management	11-Oct
A Professional Certificate in Design Essentials	14-Oct
Microsoft Word 2016	14-Oct
Advanced Writing Skills for Professionals	16-Oct
MCSE: Server Infrastructure	16-Oct
Designing and Implementing a Server Infrastructure (70-413)	16-Oct
A Practical Approach to Payroll & Budgeting	18-Oct
Computer Forensics	21-Oct
The Professional Certificate in Office Administration	22-Oct

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CHAMPS FLEURS

Network+	23-Oct
Finance for Non-Finance Professionals	24-Oct
Implementing a Data Warehouse with Microsoft SQL Server 2012 (70-463)	24-Oct
Professional Customer Service Training - Maximising Customer Satisfaction	25-Oct
Supervisory Management Workshop (Seminar)	26-Oct
Project Management for IT Professionals	28-Oct
Purchasing with Business Ethics for Business Professionals	28-Oct
Network+	28-Oct
Advanced Website Development	31-Oct

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CHAMPS FLEURS

Microsoft Excel 2016	31-Oct
Supervisor to Manager: Making the Transition (Seminar)	3-Nov
Incident Command System (ICS-100)	4-Nov
AutoCAD 2017 – 3D Drawing and Modeling (Level 3)	4-Nov
Security+	4-Nov
Applied IT Training (MS Word, Excel, PowerPoint, Outlook, Project)	4-Nov
AutoCAD 2017 – 3D Drawing and Modeling (Level 3)	6-Nov
Computer Literacy	6-Nov
Inventory & Warehouse Management for Business Professionals	7-Nov

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CHAMPS FLEURS

Networking, Collaboration and Teamwork for Professionals (Seminar)	10-Nov
Implementing an Advanced Server Infrastructure (70-414)	13-Nov
Fundamentals of Computer Repairs	14-Nov
Train the Trainer with Emotional Intelligence (Seminar)	16-Nov
ITIL Foundation Certification	18-Nov
Computer Forensics	20-Nov
Cisco CCNA 200-125	27-Nov
Project Management for Business Professionals (Seminar)	30-Nov

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SAN FERNANDO

Project Management for Business Professionals	21-Jan
AutoCAD 2017 – Essentials and Intermediate (Level 1)	4-Mar
Electric Motor Controls (Level 1)	4-Mar
Certificate in Programmable Logic Controllers	4-Mar
Project Management for Business Professionals	11-Mar
Computer Literacy	13-Mar
Logistics Management for Business Professionals	16-Mar
A Practical Approach to Payroll & Budgeting	18-Mar
Effective Business Communication (Writing & Speaking)	18-Mar
A+	1-Apr

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SAN FERNANDO

The Professional Certificate in Supervisory Management	4-Apr
Inventory & Warehouse Management for Business Professionals	12-Apr
Leadership & Coaching for Business Professionals (Seminar)	21-Apr
Project Management for Business Professionals	23-Apr
Microsoft Project 2016	24-Apr
Cisco CCNA 200-125	2-May
AutoCAD 2017 – Essentials and Intermediate (Level 1)	6-May
Psychology & Emotional Intelligence for Business Professionals	6-May
Bid Evaluation Essentials - Part 1	6-May

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SAN FERNANDO

Computer Literacy	8-May
CAPM® Intermediate Module	11-May
Professional Customer Service Training - Maximising Customer Satisfaction	20-May
Implementing Photovoltaic Systems for Solar Power Gen. (Lvl 1)	20-May
The Professional Certificate in Office Administration	23-May
Bid Evaluation Essentials - Part 2	27-May
Public Relations and Corporate Communications	1-Jun
A Professional Certificate in Sales & Marketing	3-Jun
Contract Management for Business & Technical Professionals	3-Jun

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SAN FERNANDO

Certificate in Programmable Logic Controllers	3-Jun
Electric Motor Controls(Level 1)	3-Jun
Facilities Management - Building Services Maintenance	6-Jun
Purchasing with Business Ethics for Business Professionals	22-Jun
Project Management for Business Professionals	24-Jun
A Practical Approach to Taxation (Personal and Business)	24-Jun
The Professional Certificate in Supervisory Management	24-Jun
PMP® Certification	1-Jul
Advanced Writing Skills for Professionals	6-Jul

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SAN FERNANDO

The Professional Certificate in Human Resource Management	8-Jul
A Professional Certificate in Digital Marketing	8-Jul
Network+	15-Jul
Applied IT Training (MS Word, Excel, PowerPoint, Outlook, Project)	17-Jul
Purchasing with Business Ethics for Business Professionals	20-Jul
Computer Literacy	24-Jul
Train the Trainer with Emotional Intelligence (Seminar)	27-Jul
Event Management for Business Professionals	5-Aug
AutoCAD 2017 – 2D Drafting (Level 2)	5-Aug

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SAN FERNANDO

The Professional Certificate in Supervisory Management	6-Aug
Fundamentals of Computer Repairs	7-Aug
Certificate in Three Phase Power & Plant Distribution	12-Aug
Certificate in Advanced Programmable Logic Controllers	2-Sep
OSHA - General Industry (TT OSH Act) Training	7-Sep
Project Management for Business Professionals	9-Sep
Security+	9-Sep
Fundamentals of Computer Repairs	10-Sep
The Professional Certificate in Supervisory Management	13-Sep
Logistics Management for Business Professionals	14-Sep

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SAN FERNANDO

A Practical Course in Sage 50 (Peachtree) Accounting	16-Sep
Inventory & Warehouse Management for Business Professionals	19-Sep
The Professional Certificate in Office Administration	21-Sep
The Professional Certificate in Human Resource Management	27-Sep
CAPM® Intermediate Module	21-Oct
Computer Literacy	23-Oct
Network+	28-Oct
AutoCAD 2017 – 3D Drawing and Modeling (Level 3)	28-Oct
Microsoft Project 2016	30-Oct

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