

Jan - Mar 2024 Short Courses: Business



Start Date	End Date	Programme	Day	Time	Mode
9-Jan-24	5-Mar-24	A Practical Approach to Taxation (Personal and Business)	Tue	6:00pm - 9:00pm	ONLINE
10-Jan-24	28-Feb-24	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
11-Jan-24	29-Feb-24	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
11-Jan-24	29-Feb-24	Project Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
11-Jan-24	29-Feb-24	The Professional Certificate in Office Administration	Thu	5:30pm - 8:30pm	ONLINE
13-Jan-24	16-Mar-24	The Professional Certificate in Supervisory Management	Sat	10:00am - 12:30pm	ONLINE
13-Jan-24	2-Mar-24	Understanding Contracts and Contract Law for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
15-Jan-24	11-Mar-24	A Professional Certificate in Operations Management	Mon	5:30pm - 8:30pm	ONLINE
16-Jan-24	12-Mar-24	A Professional Certificate in Managing Construction Projects	Tue	5:30pm - 8:30pm	ONLINE
18-Jan-24	22-Feb-24	Logistics Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
18-Jan-24	7-Mar-24	Professional Certificate in Contract Administration: A Practical Approach	Thu	5:30pm - 8:30pm	ONLINE
22-Jan-24	18-Mar-24	The Professional Certificate in Human Resource Management	Mon	5:30pm - 8:30pm	ONLINE
23-Jan-24	5-Mar-24	Professional Customer Service Training - Maximising Customer Satisfaction	Tue	5:30pm - 8:30pm	ONLINE
24-Jan-24	27-Mar-24	CAPM® Intermediate Module	Wed	6:00pm - 9:00pm	ONLINE
25-Jan-24	29-Feb-24	Inventory & Warehouse Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
25-Jan-24	28-Mar-24	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
25-Jan-24	2-May-24	PMP® Certification	Thu	5:30pm - 8:30pm	ONLINE
27-Jan-24	16-Mar-24	Public Relations and Corporate Communications	Sat	9:00am - 12:00pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
29-Jan-24	25-Mar-24	A Professional Certificate in Sales & Marketing	Mon	5:30pm - 8:30pm	ONLINE
30-Jan-24	12-Mar-24	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
30-Jan-24	12-Mar-24	Mastering Public Speaking and Presentations using PowerPoint	Tue	5:30pm - 8:30pm	ONLINE
7-Mar-24	25-Apr-24	Train the Trainer with Emotional Intelligence	Thu	5:30pm - 8:30pm	ONLINE
9-Mar-24	4-May-24	High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader	Sat	9:00am - 12:00pm	ONLINE
11-Mar-24	6-May-24	A Professional Certificate in Operations Management	Mon	5:30pm - 8:30pm	ONLINE
11-Mar-24	22-Apr-24	Business Process Re-engineering	Mon	5:30pm - 8:30pm	ONLINE
13-Mar-24	8-May-24	Oil & Gas Industry101: Overview of the Oil & Gas Industry for Business Professionals	Wed	6:00pm - 9:00pm	ONLINE
13-Mar-24	8-May-24	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
16-Mar-24	25-May-24	CAPM® Intermediate Module	Sat	9:00am - 12:00pm	ONLINE
16-Mar-24	27-Apr-24	International Certificate in Wealth & Investment Management	Sat & Sun	11:30am - 2:30pm 8:00am - 11:00am	ONLINE
16-Mar-24	11-May-24	The Professional Certificate in Office Administration	Sat	12:30pm - 3:30pm	ONLINE
18-Mar-24	13-May-24	The Professional Certificate in Supervisory Management	Mon	5:30pm - 8:30pm	ONLINE
19-Mar-24	7-May-24	AI and Machine Learning for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
19-Mar-24	23-Apr-24	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
19-Mar-24	23-Apr-24	Logistics Management for Business Professionals	Tue	5:30pm - 8:30pm	ONLINE
20-Mar-24	24-Apr-24	Agile Project Management: Understanding & Implementing Agile Principles and Practices	Wed	5:30pm - 8:30pm	ONLINE
20-Mar-24	15-May-24	The Professional Certificate in Human Resource Management	Wed	5:30pm - 8:30pm	ONLINE
23-Mar-24	18-May-24	Public Relations and Corporate Communications	Sat	9:00am - 12:00pm	ONLINE
25-Mar-24	20-May-24	Business Protocol and Etiquette for Business Professionals	Mon	5:30pm - 8:30pm	ONLINE
26-Mar-24	14-May-24	A Practical Approach to Taxation (Personal and Business)	Tue	6:00pm - 9:00pm	ONLINE
26-Mar-24	30-Apr-24	Management 101: Essential Management & Leadership Skills for the Newly Appointed Manager	Tue	5:30pm - 8:30pm	ONLINE
27-Mar-24	22-May-24	A Professional Certificate in Sales & Marketing	Wed	5:30pm - 8:30pm	ONLINE
28-Mar-24	16-May-24	A Professional Certificate in Digital Marketing	Thu	5:30pm - 8:30pm	ONLINE
28-Mar-24	11-Jul-24	PMP® Certification	Thu	5:30pm - 8:00pm	ONLINE
28-Mar-24	2-May-24	Inventory & Warehouse Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
3-Apr-24	29-May-24	Fundamentals of Business Intelligence and Data Analytics for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
8-Apr-24	13-May-24	Introduction to Accounting for Business Professionals	Mon	5:30pm - 8:00pm	ONLINE

Start Date	End Date	Programme	Day	Time	Mode
16-Apr-24	21-May-24	Mastering Public Speaking and Presentations using PowerPoint	Tue	5:30pm - 8:00pm	ONLINE
16-Apr-24	21-May-24	A Practical Approach to Payroll Processing	Tue	6:00pm - 8:30pm	ONLINE
17-Apr-24	5-Jun-24	A Professional Certificate in Managing Construction Projects	Wed	5:30pm - 8:30pm	ONLINE
17-Apr-24	22-May-24	A Practical Approach to Budgeting and Cashflow Management	Wed	6:00pm - 9:00pm	ONLINE
18-Apr-24	27-Jun-24	OSHA - General Industry (TT OSH Act) Training	Thu	5:30pm - 8:30pm	ONLINE
18-Apr-24	20-Jun-24	The Professional Certificate in Office Administration	Thu	5:30pm - 8:30pm	ONLINE
25-Apr-24	20-Jun-24	Professional Certificate in Contract Administration: A Practical Approach	Thu	5:30pm - 8:30pm	ONLINE
29-Apr-24	15-Jul-24	CAPM® Intermediate Module	Mon	5:30pm - 8:30pm	ONLINE
29-Apr-24	3-Jun-24	Professional Customer Service Training - Maximising Customer Satisfaction	Mon	5:30pm - 8:30pm	ONLINE
2-May-24	13-Jun-24	Logistics Management for Business Professionals	Thu	5:30pm - 8:30pm	ONLINE
4-May-24	29-Jun-24	Fundamentals of Total Quality Management: Building a Culture of Organisational Excellence	Sat	9:00am - 11:00am	ONLINE
4-May-24	6-Jul-24	The Professional Certificate in Human Resource Management	Sat	10:00am - 1:00pm	Face to Face
6-May-24	12-Aug-24	PMP® Certification	Mon	5:30pm - 8:30pm	ONLINE
7-May-24	25-Jun-24	A Practical Approach to Taxation (Personal and Business)	Tue	5:30pm - 8:30pm	ONLINE
7-May-24	11-Jun-24	Effective Business Communication (Writing & Speaking)	Tue	5:30pm - 8:30pm	ONLINE
7-May-24	6-Jun-24	Introduction to Securities & Investment (International)	Tue & Thur	5:00pm - 8:00pm	ONLINE
7-May-24	25-Jun-24	The Professional Certificate in Supervisory Management	Tue	5:30pm - 8:30pm	ONLINE
11-May-24	13-Jul-24	Understanding Contracts and Contract Law for Business Professionals	Sat	9:00am - 12:00pm	ONLINE
15-May-24	10-Jul-24	Facilities Management - Building Services Maintenance	Wed	5:30pm - 8:30pm	ONLINE
25-May-24	13-Jul-24	A Professional Certificate in Operations Management	Sat	9:00am - 12:00pm	ONLINE
29-May-24	24-Jul-24	Project Management for Business Professionals	Wed	5:30pm - 8:30pm	ONLINE
17-Aug-24	22-Sep-24	International Certificate in Wealth & Investment Management	Sat & Sun	8:00am - 11:00am	ONLINE
15-Oct-24	14-Nov-24	Introduction to Securities & Investment (International)	Tue & Thur	5:00pm - 8:00pm	ONLINE