

Jan - Jun 2025 Short Courses: Business



| Start Date | End Date | Programme | Day | Time | Mode |
|------------|-----------|--|-----|-------------------|--------|
| 7-Jan-25 | 25-Feb-25 | A Professional Certificate in Sales & Marketing | Tue | 5:30pm - 8:30pm | ONLINE |
| 9-Jan-25 | 27-Feb-25 | A Professional Certificate in Digital Marketing | Thu | 5:30pm - 8:30pm | ONLINE |
| 11-Jan-25 | 8-Mar-25 | The Professional Certificate in Office Administration | Sat | 12:30pm - 3:30pm | ONLINE |
| 13-Jan-25 | 10-Mar-25 | A Professional Certificate in Operations Management | Mon | 5:30pm - 8:30pm | ONLINE |
| 15-Jan-25 | 5-Mar-25 | Effective Business Communication (Writing & Speaking) | Wed | 5:30pm - 8:30pm | ONLINE |
| 15-Jan-25 | 5-Mar-25 | Project Management for Business Professionals | Wed | 5:30pm - 8:30pm | ONLINE |
| 15-Jan-25 | 2-Apr-25 | Anti Money Laundering and Countering of Terrorist Financing | Wed | 6:00pm - 8:00pm | ONLINE |
| 16-Jan-25 | 20-Feb-25 | Logistics Management for Business Professionals | Thu | 5:30pm - 8:30pm | ONLINE |
| 18-Jan-25 | 29-Mar-25 | The Professional Certificate in Supervisory Management | Sat | 10:00am - 12:30pm | ONLINE |
| 20-Jan-25 | 17-Mar-25 | The Professional Certificate in Human Resource Management | Mon | 5:30pm - 8:30pm | ONLINE |
| 21-Jan-25 | 18-Mar-25 | A Practical Approach to Taxation (Personal and Business) | Tue | 6:00pm - 9:00pm | ONLINE |
| 22-Jan-25 | 12-Mar-25 | Facilities Management - Building Services Maintenance | Wed | 5:30pm - 8:30pm | ONLINE |
| 22-Jan-25 | 26-Feb-25 | Cultivating Your Emotional Intelligence : A Practical Guide to Personal and Professional Growth | Wed | 5:30pm - 8:30pm | ONLINE |
| 23-Jan-25 | 27-Feb-25 | Inventory & Warehouse Management for Business Professionals | Thu | 5:30pm - 8:30pm | ONLINE |
| 23-Jan-25 | 24-Apr-25 | PMP® Certification | Thu | 5:30pm - 8:30pm | ONLINE |
| 25-Jan-25 | 22-Mar-25 | Public Relations and Corporate Communications | Sat | 9:00am - 12:00pm | ONLINE |
| 27-Jan-25 | 10-Mar-25 | Professional Customer Service Training - Maximising Customer Satisfaction | Mon | 5:30pm - 8:30pm | ONLINE |
| 28-Jan-25 | 11-Mar-25 | Mastering Public Speaking and Presentations using PowerPoint | Tue | 5:30pm - 8:30pm | ONLINE |

| Start Date | End Date | Programme | Day | Time | Mode |
|------------|-----------|---|-----------|-------------------|--------|
| 29-Jan-25 | 16-Mar-25 | CAPM® Intermediate Module | Wed | 5:30pm - 8:30pm | ONLINE |
| 30-Jan-25 | 3-Apr-25 | OSHA - General Industry (TT OSH Act) Training | Thu | 5:30pm - 8:30pm | ONLINE |
| 3-Feb-25 | 7-Apr-25 | Fundamentals of Business Intelligence and Data Analytics for Business Professionals | Mon | 5:30pm - 8:30pm | ONLINE |
| 4-Feb-25 | 11-Mar-25 | A Practical Approach to Payroll Processing | Tue | 6:00pm - 9:00pm | ONLINE |
| 6-Feb-25 | 6-Mar-25 | Agile Project Management: Understanding & Implementing Agile Principles and Practices | Thu | 5:30pm - 8:30pm | ONLINE |
| 11-Feb-25 | 20-Mar-25 | Introduction to Securities & Investment (International) | Tue & Thu | 5:30pm - 8:00pm | ONLINE |
| 13-Feb-25 | 3-Apr-25 | The Professional Certificate in Supervisory Management | Thu | 5:30pm - 8:30pm | ONLINE |
| 11-Mar-25 | 17-Jun-25 | PMP® Certification | Tue | 5:30pm - 8:30pm | ONLINE |
| 12-Mar-25 | 30-Apr-25 | The Professional Certificate in Office Administration | Wed | 5:30pm - 8:30pm | ONLINE |
| 17-Mar-25 | 19-May-25 | A Professional Certificate in Digital Marketing | Mon | 5:30pm - 8:30pm | ONLINE |
| 17-Mar-25 | 5-May-25 | Business Process Re-engineering | Mon | 5:30pm - 8:30pm | ONLINE |
| 18-Mar-25 | 22-Apr-25 | Inventory & Warehouse Management for Business Professionals | Tue | 5:30pm - 8:30pm | ONLINE |
| 19-Mar-25 | 7-May-25 | A Professional Certificate in Managing Construction Projects | Wed | 5:30pm - 8:30pm | ONLINE |
| 20-Mar-25 | 8-May-25 | Train the Trainer with Emotional Intelligence | Thu | 5:30pm - 8:30pm | ONLINE |
| 24-Mar-25 | 26-May-25 | A Professional Certificate in Sales & Marketing | Mon | 5:30pm - 8:30pm | ONLINE |
| 25-Mar-25 | 17-Jun-25 | CAPM® Intermediate Module | Tue | 5:30pm - 8:30pm | ONLINE |
| 27-Mar-25 | 15-May-25 | A Professional Certificate in Operations Management | Thu | 5:30pm - 8:30pm | ONLINE |
| 2-Apr-25 | 21-May-25 | Project Management for Business Professionals | Wed | 5:30pm - 8:30pm | ONLINE |
| 2-Apr-25 | 21-May-25 | The Professional Certificate in Supervisory Management | Wed | 5:30pm - 8:30pm | ONLINE |
| 7-Apr-25 | 12-May-25 | Introduction to Accounting for Business Professionals | Mon | 5:30pm - 8:30pm | ONLINE |
| 22-Apr-25 | 10-Jun-25 | A Practical Approach to Taxation (Personal and Business) | Tue | 5:30pm - 8:30pm | ONLINE |
| 28-Apr-25 | 16-Jun-25 | The Professional Certificate in Human Resource Management | Mon | 5:30pm - 8:30pm | ONLINE |
| 29-Apr-25 | 27-May-25 | A Practical Approach to Payroll Processing | Tue | 5:30pm - 8:30pm | ONLINE |
| 3-May-25 | 21-Jun-25 | Public Relations and Corporate Communications | Sat | 9:00am - 12:00pm | ONLINE |
| 6-May-25 | 10-Jun-25 | Professional Customer Service Training - Maximising Customer Satisfaction | Tue | 5:30pm - 8:30pm | ONLINE |
| 7-May-25 | 25-Jun-25 | The Professional Certificate in Office Administration | Wed | 5:30pm - 8:30pm | ONLINE |
| 8-May-25 | 3-Jul-25 | A Professional Certificate in Digital Marketing | Thu | 5:30pm - 8:30pm | ONLINE |
| 10-May-25 | 12-Jul-25 | The Professional Certificate in Supervisory Management | Sat | 10:00am - 12:30pm | ONLINE |

| Start Date | End Date | Programme | Day | Time | Mode |
|------------|-----------|---|-----------|------------------|--------|
| 13-May-25 | 1-Jul-25 | A Professional Certificate in Sales & Marketing | Tue | 5:30pm - 8:30pm | ONLINE |
| 13-May-25 | 26-Jun-25 | International Certificate in Wealth & Investment Management | Tue & Thu | 5:30pm - 8:00pm | ONLINE |
| 13-May-25 | 17-Jun-25 | Inventory & Warehouse Management for Business Professionals | Tue | 5:30pm - 8:30pm | ONLINE |
| 14-May-25 | 30-Jul-25 | Anti Money Laundering and Countering of Terrorist Financing | Wed | 6:00pm - 8:00pm | ONLINE |
| 15-May-25 | 26-Jun-25 | Management 101 : Essential Management and Leadership Skills for the Newly Appointed Manager | Thu | 5:30pm - 8:30pm | ONLINE |
| 15-May-25 | 28-Aug-25 | PMP® Certification | Thu | 5:30pm - 8:30pm | ONLINE |
| 17-May-25 | 21-Jun-25 | Logistics Management for Business Professionals | Sat | 9:00am - 12:00pm | ONLINE |
| 19-May-25 | 7-Jul-25 | Fundamentals of Business Intelligence and Data Analytics for Business Professionals | Mon | 5:30pm - 8:30pm | ONLINE |
| 20-May-25 | 8-Jul-25 | Effective Business Communication (Writing & Speaking) | Tue | 5:30pm - 8:30pm | ONLINE |
| 21-May-25 | 9-Jul-25 | Facilities Management - Building Services Maintenance | Wed | 5:30pm - 8:30pm | ONLINE |
| 21-May-25 | 9-Jul-25 | Health and Wellness for Business Professionals | Wed | 5:30pm - 8:30pm | ONLINE |
| 22-May-25 | 31-Jul-25 | OSHA - General Industry (TT OSH Act) Training | Thu | 5:30pm - 8:30pm | ONLINE |
| 26-May-25 | 11-Aug-25 | CAPM® Intermediate Module | Mon | 5:30pm - 8:30pm | ONLINE |
| 3-Jun-25 | 1-Jul-25 | The Professional Certificate in Human Resource Management | Tue & Thu | 5:30pm - 8:30pm | ONLINE |
| 3-Jun-25 | 8-Jul-25 | Mastering Public Speaking and Presentations using PowerPoint | Tue | 5:30pm - 8:30pm | ONLINE |
| 5-Jun-25 | 31-Jul-25 | Professional Certificate in Contract Administration: A Practical Approach | Thu | 5:30pm - 8:30pm | ONLINE |
| 7-Jun-25 | 26-Jul-25 | Project Management for Business Professionals | Sat | 9:00am - 12:00pm | ONLINE |
| 11-Jun-25 | 30-Jul-25 | A Professional Certificate in Operations Management | Wed | 5:30pm - 8:30pm | ONLINE |
| 16-Jun-25 | 4-Aug-25 | High Impact and Adaptive Leadership Training: Becoming an Effective and Transformative Leader | Mon | 5:30pm - 8:30pm | ONLINE |
| 18-Jun-25 | 23-Jul-25 | Cultivating Your Emotional Intelligence : A Practical Guide to Personal and Professional Growth | Wed | 5:30pm - 8:00pm | ONLINE |
| 26-Jun-25 | 14-Aug-25 | Train the Trainer with Emotional Intelligence | Thu | 5:30pm - 8:30pm | ONLINE |
| 26-Jun-25 | 14-Aug-25 | A Practical Approach to Taxation (Personal and Business) | Thu | 6:00pm - 9:00pm | ONLINE |
| 5-Aug-25 | 11-Sep-25 | Introduction to Securities & Investment (International) | Tue & Thu | 5:30pm - 8:00pm | ONLINE |
| 14-Oct-25 | 20-Nov-25 | International Certificate in Wealth & Investment Management | Tue & Thu | 5:30pm - 8:00pm | ONLINE |