



SITAL College Guides



Professional Development Short Courses 2023 Guide



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About us



At SITAL, we are dedicated to helping you meet your goals. Whether you're on a budget, balancing responsibilities at work & home, or you just don't know what your next step should be, we are here to help! We are committed to:



Convenient e-classes
that work for your schedule



Flexible payment plans
that work for your budget



Personalised student support
to ensure you get extra academic
guidance when you need it.

Why do a short course?

Our short courses are designed to give you practical know-how so you can excel in a range of in-demand fields. They are a great option if you're looking to:

Explore a new field or career

Find out if a new career might be for you, without the commitment of a longer qualification or restrictive entry requirements.

Build your CV

Gain a competitive advantage in the job market by showing employers you are proactive about personal growth and have skills in a relevant discipline.

Launch your own business

Get qualified for a promotion at work, or become your own boss by gaining entrepreneurship skills.



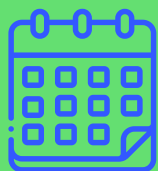
Course Details

The next pages give a summary of each course, including an overview of what's covered, duration, and fees. For further details on a specific course, including what you'll learn in each class, contact a Course Advisor. Contact details are on the last page of this booklet.

ABMA Essential Business Skills



Open Entry



8 Weeks



Classes 2
days per week



\$2200.00
paid in
installments

AMBA Essential Business Skills

This course provides core business skills required to thrive in modern business spaces. It focuses on interpersonal skills including communication, emotional intelligence, leadership, critical thinking, and practical skills like creating reports, presentation skills, and much more. Completing this course allows you to go straight to your Business Diploma without CSEC.

Key Skills



Administrative Assistant



Open Entry



10 Weeks



Classes 1 day
per week



\$1500.00 paid
in installments

Administrative Assistant

This course teaches you the skills required to become an effective administration professional in the modern hybrid workplace.

You'll learn about the administrative structure of businesses, business ethics, adapting to different leadership styles, and develop practical skills including communication and digital and time management.

Key Skills



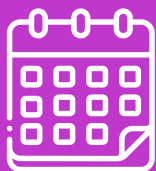
Administrative Assistant Level 2:

Executive Assistant



ENTRY

Enter with 1 year
experience or after
Administrative
Assistant course



10 Weeks



Classes 1 day
per week



\$1600.00 paid in
installments

Admin Assistant Level 2:

Executive Assistant

This course builds on the skills developed in Admin Assistant Level 1 to prepare you for a job as an Executive Assistant. You'll learn about the role of the EA in functioning as an extension of your company's leaders.

Learn about building relationships, working in alignment with the strategic goals of your organisation, and the key skills required in this role, such as critical thinking, networking, and information management.

Key Skills



Strategy



Information Mgmt

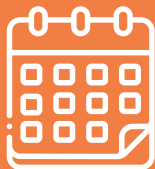


Communication

Supervisory Management



Open Entry



10 Weeks



Classes 1 day
per week



\$1500.00 paid in
installments

Supervisory Management

An effective leader combines knowledge of the operational workings of their company with the ability to understand, organise, and inspire their team to maximise wellbeing and productivity. This course teaches you the skills required to thrive in a management role, with a special focus on leading and organising people, managing information and resources, and coordinating business activities.

Key Skills



Leadership



Information Mgmt



Emotional intelligence

Event Management



Open Entry



10 Weeks



Classes 1 day
per week



\$1500.00 paid in
installments

Event Management

This course applies the principles of project management to the development of festivals, events, and conferences.

You'll learn the importance of identifying your client's brand, devising the event concept, and marketing your event, as well as planning logistics and coordinating technical aspects. This course can help you in a corporate role which involves coordinating events, or in launching your own event management agency.

Key Skills



Marketing & Branding



Communication



Event logistics

Computer Skills for the Workplace



Open Entry



10 Weeks



Classes 1 day
per week



\$895.00 paid in
installments

Computer Skills for the Work Place

This course provides a broad and practical overview of operating the main digital productivity tools used within businesses:

MS Word: Creating, editing, and formatting documents

MS PowerPoint: Creating presentations

MS Excel: Data entry and manipulation

MS Access: Reporting and data management.

**Key
Skills**



Documents + Email



Data Management



Presentations

Advanced Computer Skills for the Workplace



ENTRY

Enter after level 1
or with 1 year
relevant
experience



10 Weeks



Classes 1 day
per week



\$1600.00 paid in
installments

Advanced Computer Skills for the Work Place

This course delves deeper into the main digital productivity tools used within businesses globally - MS Word, MS Excel, and MS Access. Boost your CV for the hybrid workplace and master written documents, referencing, data manipulation, formatting, advanced trend analysis, and designing a database management system.

Key Skills



Mastering documents

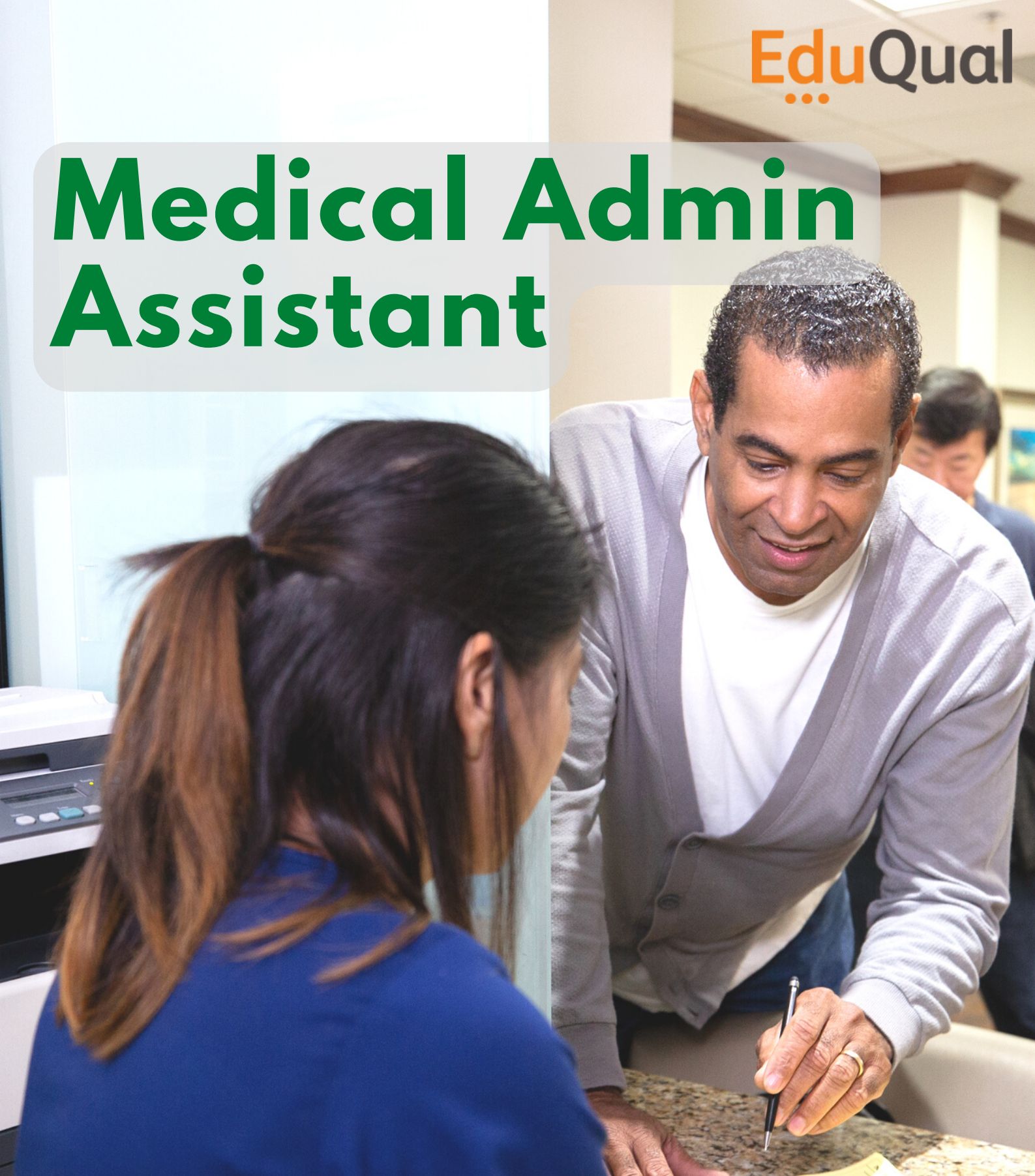


Data Management

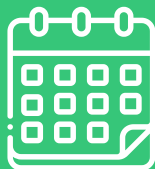


Data Analysis

Medical Admin Assistant



Open Entry



10 Weeks



Classes 1 day
per week



\$1500.00 paid in
installments

Medical Admin Assistant

This course gives you the skills required to become an effective admin professional within any healthcare setting. You'll learn how to manage a doctor's office, guide & interview patients, take vitals and oversee patient appointments and records. It also covers other important standards required by healthcare staff, including professionalism, ethics, and hygiene protocols.

Key Skills



Medical Standards



Organisation



People Skills

Elder Care



Open Entry



10 Weeks



Classes 1 day
per week



\$1500.00 paid in
installments

Elder Care

This course will teach you how to provide competent and compassionate care for the elderly, focusing on caring for both their emotional and physical health needs. It is best suited for individuals seeking employment in a geriatric care home or private home, or those with elderly family members, looking to provide the best quality of care for their relatives.

**Key
Skills**

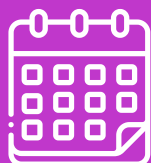


Advanced Elder Care



ENTRY

Enter after Level 1 or with 1 year experience



10 Weeks



Classes 1 day per week



\$1600.00 paid in installments

Advanced Elder Care

Continue learning how to provide compassionate, holistic care for the elderly. Level 2 focuses more deeply on the behavioural and mental health aspects of elder care, managing age-related neurological disorders, elder abuse, ethics, quality of life and end-of-life care. This course is designed for carers and owners of elder care homes looking to provide the best possible care for their patients.

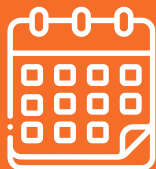
**Key
Skills**



Conversational Spanish for Beginners



Open Entry



10 Weeks



Classes 1 day
per week



\$1600.00 paid in
installments

Conversational Spanish for Beginners

This programme will develop your spoken Spanish skills through a variety of learning techniques including listening, reading, writing, speaking and role-playing with a native Spanish-speaking lecturer. It will introduce fundamental vocabulary and grammar rules to get you conversing on a basic level after just a few classes.

**Key
Skills**



Grammar



Pronunciation



Vocabulary

Advanced Conversational Spanish



ENTRY

Enter after Level
1 or with beginner
Spanish



10 Weeks



Classes 1 day
per week



\$1600.00 paid
in installments

Advanced Conversational Spanish

This course builds on what you've learned in Conversational Spanish level 1, to further develop familiarity and fluency in the Spanish language. It targets the four main areas of language learning: reading, writing, listening, and speaking. It focuses on specially selected critical areas in the language, mastery of which will give you widely applicable speaking skills for a variety of contexts.

Key Skills



Grammar



Pronunciation



Vocabulary

Airline Reservations & Travel Agency Operations



Open Entry



3 – 6 months



Classes 1 day
per week



\$4500.00 paid
in installments

Airline Reservations & Travel Agency Operations

This course delves into the operational aspects of the airline industry and teaches you the fundamental skills required to establish your own travel agency, including the theory of travel like geography, travel documents, time zones, as well as navigating the computerised reservation system (Sabre) used across the industry.

**Key
Skills**



Flight Attendant



ENTRY

5 CSEC passes
including Maths
and English



3– 6 months



Classes 1 day
per week



\$4500.00 paid
in installments

Flight Attendant

Flight attendants spend much of their time making airline passengers feel comfortable; however, their primary responsibility is to ensure the safety of everyone aboard the aircraft. Pilots and passengers alike depend upon skilled flight attendants for successful air travel. In this course, you'll learn all about the aviation industry, technical aspects of flights and aircraft, safety procedures, world destinations, and more.

Key Skills



Aircraft Procedures



Safety Protocols



World Destinations



Contact us

Are you ready to register? Do you just want to find out more about choosing your course, payment plans or something else? Contact one of our dedicated Course Advisors via WhatsApp:

Royston Kendall - 377-5454

Aliah Ramjattan - 290-2117

Krystal Singh - 281-1569

AND be sure to join active Instagram and Facebook communities @SITALCollege.

