CTS COLLEGE

CERTIFICATION
COURSES
BROCHURE

COMPANY
OVERVIEW

Established in October 1999, CTS College has evolved from its foundational roots into one of Trinidad and Tobago's most respected academic institutions. For over two decades, we have been dedicated to empowering individuals and strengthening organizations through high-quality, accessible education across a wide spectrum of disciplines.

Our institution offers a comprehensive educational pathway, encompassing:

- Early Childhood Education, inclusive of Preschool, Primary, and Secondary School programs
- A diverse portfolio of IT, Business, Professional and Do-It-Yourself Certification programs
- Higher Education, including Diploma, Undergraduate and Postgraduate Degrees

OUR MISSION

To provide high quality and relevant educational opportunities whilst promoting excellence in staff and students.

OUR VISION

To become the foremost provider of quality training services enabling individuals and organisations to achieve the pinnacle of success through the efficient and effective delivery of industry-relevant courses, in a customer-focused manner, using the best and most qualified tutors and courseware locally, regionally and internationally.

ACADEMIC
ACHIEVEMENTS

Since 2007, CTS College has been consistently recognized for academic excellence, earning accolades from ACTT and numerous international institutions.
Our key accomplishments include:

54+ UNIVERSITY PRIZES FOR TOP STUDENTS
University of Hertfordshire

132+ TOP PAPER AWARDS
Association of Business Executives (ABE)

6 EXCELLENCE IN STUDENT SUPPORT AWARDS
3 QUALITY MANAGEMENT SYSTEM AWARDS
2 TEACHING AND LEARNING AWARDS
Accreditation Council of Trinidad and Tobago (ACTT)

CORPORATE
TRAINING

CTS COLLEGE

A cornerstone of our mission is delivering high-quality corporate training programs designed to meet the evolving needs of the modern workplace. We pride ourselves on developing tailored training sessions that equip professionals with practical skills and strategic knowledge. In commitment to excellence and the validation of learning, we award recognized certifications to all participants who successfully complete our corporate training programs.

We understand that every organization has unique goals and challenges. That's why we offer unparalleled flexibility in how we deliver our high-quality training. Organizations can choose the format that best suits their operational needs and company culture.

IN-PERSON TRAINING

Foster hands-on collaboration and direct engagement. Host sessions at our CTS College campus or let us bring the training directly to your location for maximum convenience.

ONLINE LIVE VIRTUAL TRAINING

Connect your team with our expert facilitators through a dynamic, interactive virtual platform. This option provides flexibility for remote or geographically dispersed teams without compromising on quality.

BLENDED LEARNING

Combine the best of both worlds with a hybrid approach. This model integrates online sessions with live, interactive in-person sessions to reinforce learning and application.

CERTIFICATION
PROGRAMMES

At CTS College, we believe in providing learning opportunities for every ambition and stage of life. Our extensive catalogue is designed to meet the evolving demands of the modern world, from professional advancement to personal enrichment. We are proud to offer a wide array of programs across four key categories.

INFORMATION TECHNOLOGY

Stay ahead of the digital curve with our cutting-edge IT courses. Designed for aspiring tech professionals and those seeking to upgrade their skills, our curriculum covers the essential tools and technologies shaping the future. Gain practical, hands-on experience that prepares you for in-demand roles and certifications.

BUSINESS CERTIFICATIONS

Drive organizational success and accelerate your career with our comprehensive business programs. From core principles to advanced strategic leadership, our courses provide the knowledge needed to navigate the complex business environment, enhance operational efficiency, and make impactful decisions.

PROFESSIONAL DEVELOPMENT

Sharpen your competitive edge with courses that build essential workplace capabilities. This category focuses on the powerful soft skills and professional practices that complement technical knowledge, fostering effective communication, improved productivity, and strong leadership presence.

DO-IT-YOURSELF (DIY)

Unlock your creativity and gain practical life skills with our fun and engaging Do-It-Yourself (DIY) courses. This category is dedicated to personal growth, hobby development, and empowering you with the confidence to tackle projects yourself, saving time and money while learning something new.

CORPORATE
DISCOUNTS

We believe that investing in your team's development is one of the smartest strategic decisions your organization can make. To make our high-impact corporate training even more accessible, we offer attractive volume-based discounts for organizations enrolling multiple participants. This tiered discount structure is our commitment to partnering with you to build a more knowledgeable, agile, and competitive organization.

SMALL TEAMS
Discounts for groups of 5-9 participants

MEDIUM TEAMS
Increased savings for groups of 10-19 participants

LARGE TEAMS
Customized pricing for groups of 20 or more

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INFORMATION TECHNOLOGY COURSES

Our Information Technology courses provide the essential skills to thrive in the digital economy, offering practical training in high-demand fields like network security, web design, and software engineering. Whether you're starting your career or upgrading your expertise, our programmes are designed to turn your potential into a certified, future-proof advantage.

CTS College Information Technology Certification Programme

CCNA (CISCO CERTIFIED NETWORK ASSOCIATE)

The Cisco Certified Network Associate (CCNA) course at CTS College is a globally recognized certification program that prepares students for a successful career in networking. This comprehensive course covers networking fundamentals, routing and switching, and hands-on experience with Cisco devices. Students will gain practical skills to design, implement, and troubleshoot network infrastructures. Ideal for aspiring network professionals, the CCNA course enhances employability by equipping participants to meet the demands of today's fast-paced IT industry and pass the official CCNA exam.

COURSE CONTENT

- Network fundamentals
- Network access
- IP connectivity
- Security fundamentals
- Automation and programmability

TARGET AUDIENCE

- Aspiring CCNA-certified professionals
- Network Administrators
- IT professionals
- Networking enthusiasts
- Career changers into IT

BENEFITS

- Confidently sit the CCNA exam
- Pursue IT or networking careers
- Master essential networking skills
- Enhance resumes with certification
- Gain real-world networking experience

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

CERTIFICATE IN SOFTWARE ENGINEERING
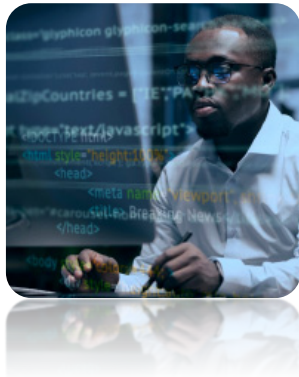
The Certificate in Software Engineering at CTS College equips learners with essential IT knowledge, hands-on skills, and real-world experience. This dynamic programme prepares students for success in a technology-driven world, fostering innovation in areas such as mobile app development and web design. With the growing demand for skilled software engineers, the course offers an excellent pathway for both school-leavers and working professionals. It serves as a strong foundation for further IT studies or entry into diverse, high-demand technology careers.

COURSE CONTENT

- Introduction to Python Programming
- Data Structures and Object-Oriented Programming in Python
- Database Design and SQL Fundamentals
- Introduction to Java Programming
- Object-Oriented Concepts and Exception Handling in Java
- Networking Fundamentals and IP Addressing
- Network Configuration and Troubleshooting
- Web Design with HTML, CSS, and JavaScript
- Responsive Design and User Interface Principles
- Capstone Project Integrating Programming, Databases, and Web Design

TARGET AUDIENCE

- Persons pursuing a degree or career in IT
- Employees in the IT field
- Individuals interested in programming
- Students curious about database design
- People keen on networking and/or web design

BENEFITS

- Foundation for Further Studies
- Practical, In-Demand Skills
- Career-Ready Training
- Multiple IT Career Paths
- Hands-On Learning Experience

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

DATABASE DESIGN FUNDAMENTALS

The Database Design Fundamentals course at CTS College provides essential knowledge and hands-on skills in structuring, managing, and optimizing databases. Students learn to model data using ER diagrams, apply normalization techniques, and write effective SQL queries. The course also covers data integrity, security, and performance optimization. Through practical exercises and real-world examples, learners gain a solid foundation in database systems, enabling them to create scalable, reliable, and efficient data solutions for various IT and business environments.

COURSE CONTENT

- Introduction to Databases
- Entity-Relationship (ER) Modelling
- Database Normalization (1NF to 3NF)
- SQL Basics: SELECT, INSERT, UPDATE, DELETE
- Table Relationships and Constraints
- Query Optimization and Indexing
- Database Security Fundamentals
- Backup and Recovery Essentials
- Maintenance and Performance Tuning
- Real-World Database Design Project

TARGET AUDIENCE

- IT professionals seeking database skills
- Software developers building backend systems
- Students in computer science/IT fields
- Data analysts and data science aspirants
- Business analysts on data-driven projects

BENEFITS

- Solid foundation in database design
- Practical SQL query skills
- Improved data modelling techniques
- Knowledge of data integrity and security
- Prepares for advanced IT/data studies

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

INTRODUCTION TO JAVA PROGRAMMING

The Introduction to Java Programming course at CTS College equips learners with essential programming skills in one of the most widely used and versatile languages. Java's object-oriented structure and cross-platform capabilities make it ideal for desktop, mobile, and web application development. This course offers hands-on experience in core Java concepts, enabling students to write efficient, modular, and maintainable code. Whether you're aiming for Android development or enterprise systems, this training builds a strong foundation in software design and programming logic.

COURSE CONTENT

- Introduction to Java and Setup
- Variables, Data Types, and Operators
- Control Flow and Decision Making
- Loops and Iteration Techniques
- Object-Oriented Programming (OOP) Basics
- Exception Handling Fundamentals
- Arrays and String Manipulation
- Using Java Libraries and Packages

TARGET AUDIENCE

- Beginners to programming language
- IT and computer science students
- Aspiring Android app developers
- Career changers entering software development
- Learners aiming for advanced Java courses

BENEFITS

- Learn Java's clear, beginner-friendly syntax
- Build modular, object-oriented applications
- Gain hands-on coding experience
- Use powerful open-source Java tools
- Prepare for mobile, web, and enterprise projects

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

INTRODUCTION TO PYTHON PROGRAMMING
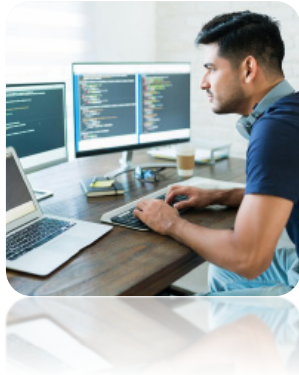
The Introduction to Python Programming course at CTS College is designed for anyone eager to learn one of today's most in-demand programming languages. Known for its simplicity and versatility, Python is widely used in web development, data analysis, automation, and more. This hands-on course helps students grasp Python's core concepts, including data types, control structures, and functions. By the end, learners will be able to write, debug, and run Python code confidently in real-world scenarios and projects.

COURSE CONTENT

- Introduction to Python and Setup
- Variables, Data Types, and Operators
- Control Structures: Conditionals and Loops
- Functions and Modular Programming
- Core Data Structures: Lists, Tuples, Sets, Dictionaries
- Basic Error Handling and Debugging

TARGET AUDIENCE

- Absolute beginners in programming
- Students in IT, computer science, or engineering
- Self-taught learners and coding enthusiasts
- Persons studying advanced coding & data courses
- Practitioners of automation and web development

BENEFITS

- Beginner-friendly language with clean syntax
- Transferable skills for multiple tech fields
- Practical coding experience from day one
- Access to vast open-source Python tools
- Boosted problem-solving and logic skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

INTRODUCTION TO WEB DESIGN

The Introduction to Web Design course at CTS College equips learners with the foundational skills to build visually appealing and interactive websites. Focusing on HTML, CSS, and JavaScript, students gain hands-on experience in creating responsive, user-friendly web pages. The course emphasizes both technical coding and design principles, preparing participants to develop websites that function smoothly across devices. Whether for personal projects or professional goals, this course offers valuable insight into modern web development practices and tools used in today's digital landscape.

COURSE CONTENT

- Introduction to Web Technologies and the DOM
- HTML5 Structure and Semantic Elements
- CSS Styling, Layouts, and Responsive Design
- JavaScript Basics and DOM Manipulation
- Forms, Multimedia, and User Interaction
- Web Development Tools and Debugging
- Web Standards, Accessibility, and Optimization

TARGET AUDIENCE

- Beginners with no prior coding experience
- Aspiring web designers and front-end developers
- Entrepreneurs creating their own websites
- Students in IT, media, or digital design fields
- Career changers entering web development

BENEFITS

- Learn web technologies: HTML, CSS, JavaScript
- Build interactive, responsive websites
- Gain real-world design and coding skills
- Create portfolio-ready web projects
- Prepare for advanced web or full-stack training

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

NETWORKING FUNDAMENTALS

The Networking Fundamentals course at CTS College offers a beginner-friendly introduction to how computers and devices communicate over networks. Ideal for newcomers to IT, this course explores key concepts such as network types, IP addressing, and data transmission. Learners will use CISCO tools to configure simple networks and troubleshoot common issues. With a balance of theory and hands-on practice, students develop a strong foundation in networking, preparing them for further IT studies or entry-level roles in the growing tech industry.

COURSE CONTENT

- Introduction to Computer Networks
- Network Topologies and Hardware Components
- IP Addressing and Subnetting Basics
- OSI and TCP/IP Communication Models
- Routing and Switching Fundamentals
- Introduction to Wireless Networking
- Basics of Network Security
- Practical Simulations with CISCO Packet Tracer

TARGET AUDIENCE

- Secondary school students exploring IT careers
- Beginners with no prior networking experience
- Individuals entering the IT field
- Students pursuing IT courses or certifications
- Tech enthusiasts interested in network basics

BENEFITS

- Build a solid foundation in networking
- Gain practical, hands-on experience
- Boost critical thinking and problem-solving skills
- Prepare for further IT studies or certifications
- Strengthen your CV with in-demand tech skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

COMPTIA A+

The CompTIA A+ course at CTS College offers comprehensive training for individuals aiming to earn the globally recognized A+ certification. This entry-level IT course equips learners with essential knowledge in computer hardware, software, networking, and security. Through hands-on labs and real-world simulations, students gain practical experience in troubleshooting, installations, and system maintenance. Ideal for those pursuing IT careers, the course prepares participants not only for the certification exam but also for success in IT support and technical roles.

COURSE CONTENT

- Computer Hardware and Components
- Memory, Storage, and Disassembly Techniques
- Operating Systems Installation and Configuration
- Wired and Wireless Networking Fundamentals
- Troubleshooting and System Diagnostics
- Printers, Graphics, and Peripherals
- Electrostatic Discharge and Safety Procedures
- Laptop Hardware and Mobile Devices

TARGET AUDIENCE

- Individuals seeking CompTIA A+ certification
- Aspiring computer technicians
- Entry-level IT professionals
- Those interested in computer repair
- Students starting a career in tech support

BENEFITS

- Prepare confidently for the A+ exam
- Gain hands-on computer repair skills
- Qualify for IT support roles
- Add a respected certification to your CV
- Build real-world troubleshooting experience

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

COMPTIA NETWORK+

The CompTIA Network+ course at CTS College offers comprehensive training for individuals seeking to earn the globally recognized Network+ certification. This course equips learners with essential skills in designing, managing, and troubleshooting wired and wireless networks. Students explore key networking concepts, protocols, security measures, and hardware components through practical labs and simulations. Ideal for aspiring network professionals, the course prepares participants for the certification exam and provides real-world knowledge necessary for success in IT networking and support roles.

COURSE CONTENT

- Network Topologies and Network Operating Systems
- NOS Clients and Directory Structures
- Fault Tolerance and High Availability
- OSI Reference Model and TCP/IP Fundamentals
- TCP/IP Addressing, Configuration, and Utilities

- Networking Hardware, Media, and Connectors
- Bridging, Routing, and Remote Connectivity
- Network Security and Access Control
- Network Installation, Maintenance, and Support
- Troubleshooting Networks, Servers, and Clients

TARGET AUDIENCE

- Individuals seeking Network+ certification
- Aspiring network administrators
- IT professionals expanding networking skills
- Technicians interested in network support
- Students pursuing careers in IT infrastructure

BENEFITS

- Prepare confidently for the Network+ exam
- Gain real-world networking experience
- Qualify for IT and networking roles
- Enhance your CV with a top certification
- Master essential networking concepts and tools

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

COMPTIA SECURITY+

The CompTIA Security+ course at CTS College offers essential training for individuals seeking a career in cybersecurity. As cyber threats grow more complex, this course equips learners with the knowledge and skills to secure networks, systems, and data. Covering key topics like threats, vulnerabilities, cryptography, and access control, students gain hands-on experience through labs and simulations. Designed to prepare learners for the Security+ certification, this course ensures participants are ready to protect digital environments in any organisation.

COURSE CONTENT

- Network Security Fundamentals
- Compliance and Operational Security
- Threats, Attacks, and Vulnerabilities
- Application, Data, and Host Security
- Access Control and Identity Management
- Introduction to Cryptography
- Security Best Practices and Risk Management
- Incident Response and Recovery Procedures

TARGET AUDIENCE

- Individuals seeking Security+ certification
- Aspiring cybersecurity professionals
- IT staff managing secure systems
- Network administrators expanding skills
- Anyone interested in cybersecurity basics

BENEFITS

- Prepare confidently for the Security+ exam
- Master key cybersecurity concepts and tools
- Qualify for roles in IT security and support
- Strengthen your CV with a global certification
- Gain hands-on cybersecurity experience

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

COMPTIA SERVER+

The CompTIA Server+ course at CTS College is a comprehensive programme designed to prepare participants for the Server+ certification. This course covers server architecture, hardware, software, storage, networking, security, and troubleshooting. Participants engage in hands-on activities, simulations, and exercises to build practical skills in server installation, configuration, maintenance, and disaster recovery. Designed for both aspiring IT professionals and experienced practitioners, this training ensures students gain the expertise needed to manage and secure servers effectively while preparing for certification.

COURSE CONTENT

- Introduction to Servers and network architecture
- Server hardware components and system boards
- Server software and network essentials
- Storage systems including RAID, NAS, and SAN
- Installing server hardware and verification
- Configuring servers and monitoring tools
- Upgrading server hardware and software
- Server best practices and security methods
- Troubleshooting hardware, software, network, and storage
- Disaster recovery plans and replication

TARGET AUDIENCE

- Persons interested in becoming Server+ certified
- Network support technicians
- IT Professionals
- Persons interested in managing servers

BENEFITS

- Understand server fundamentals and architecture
- Identify and install server hardware components
- Configure and maintain servers efficiently
- Troubleshoot server issues effectively
- Implement disaster recovery strategies

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

COMPUTER LITERACY

The Computer Literacy course at CTS College empowers learners with practical digital skills for personal, academic, and professional success. Participants gain hands-on experience with Windows, Microsoft Word, Excel, and PowerPoint, focusing on real-world tasks. The course builds confidence in using computers, navigating the internet, managing files, and creating effective documents and presentations. Graduates leave with a solid foundation in essential software tools, enabling them to operate efficiently in today's technology-driven environments.

COURSE CONTENT

- Computer essentials and file management
- Working with Windows OS
- Internet browsing and online communication
- Using email effectively
- Creating and formatting documents in Word
- Spreadsheet creation and formulas in Excel
- Chart creation and data sorting in Excel
- Presentation design in PowerPoint
- Adding multimedia to slides
- Using templates and drawing tools

TARGET AUDIENCE

- People new to using computers
- Individuals needing Microsoft Office skills
- Students preparing for academic tasks
- Job seekers wanting digital competence
- Professionals seeking productivity tools

BENEFITS

- Feel confident using a computer
- Use Microsoft Word, Excel and Powerpoint
- Use Windows
- Browse the internet
- Use email

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

THE FUNDAMENTALS OF VIDEO EDITING

The Fundamentals of Video Editing course at CTS College teaches essential skills in video manipulation using Adobe Premiere Pro. Participants learn to craft compelling visual stories through editing, transitions, effects, and sound mixing. This hands-on programme covers everything from organising media files to exporting polished videos for various platforms. Whether for social media, journalism, or professional production, students gain the ability to create impactful videos that engage and inform audiences with creativity and technical precision.

COURSE CONTENT

- Fundamentals of video editing and timeline tools
- Importing media and creating sequences
- Trimming, transitions, and keyframing
- Drawing shapes and creating masks
- Titling and working with layers
- Sound mixing and audio keyframes
- Colour correction and grading
- Applying effects and presets
- Exporting videos for social media
- File organisation and project management

TARGET AUDIENCE

- Aspiring video editors
- Filmmakers and journalists
- Digital media professionals
- Graphic artists expanding skills
- Video content creators

BENEFITS

- Edit and combine video clips
- Add music, text, and shapes
- Adjust video speed and size
- Improve audio and colour quality
- Export videos for social media

ENTRY REQUIREMENTS

The following are the recommended entry requirements for this course: computer literacy, a creative mindset, passion for film, television and digital media.

Visit Programme Page →

CTS College Information Technology Certification Programme

GRAPHIC DESIGN (PHOTOSHOP & ILLUSTRATOR)

The Graphic Design course at CTS College empowers participants to master Adobe Photoshop and Illustrator—industry-standard tools for visual communication. In a visual-first world, this programme cultivates the skills needed to design compelling graphics, illustrations, and brand assets. Through guided, hands-on projects, learners explore interface basics, image editing, vector drawing, and layout composition. Graduates gain confidence and competence in both raster and vector design, preparing them for roles in digital, print, and branding contexts.

COURSE CONTENT

- Photoshop interface, colour modes, layers, tools & panels
- Image editing, transformation, blending & formatting
- Colour correction and file formats
- Illustrator: vectors, drawing tools, brushes & gradients
- Type handling, image tracing, logo and flyer design

TARGET AUDIENCE

- Aspiring graphic designers and illustrators
- Artists looking to learn Photoshop and Illustrator
- Individuals creating digital or print visuals
- Marketing professionals needing design skills
- Brand and content creators

BENEFITS

- Build layered Photoshop compositions
- Remove backgrounds, retouch, proportionally
- Design vector logos, flyers, traced illustrations
- Work with gradients, masks, type and paths
- Save optimized files for web, print, email

ENTRY REQUIREMENTS

Candidates are expected to be computer literate in order to enrol in this programme.

Visit Programme Page →

CTS College Information Technology Certification Programme

ADVANCED GRAPHIC DESIGN (PHOTOSHOP & ILLUSTRATOR)

The Advanced Graphic Design course at CTS College equips learners with professional-level skills in Adobe Photoshop and Illustrator. Designed for individuals with basic design knowledge, this programme explores advanced techniques in photo retouching, vector illustration, and digital composition. Participants master blending raster and vector graphics, adjusting perspective, and creating infographics, logos, and print-ready designs. Through practical, hands-on projects, students refine their creative abilities and technical proficiency, preparing them to deliver high-impact visual content for both digital and print media.

COURSE CONTENT

- Non-destructive editing and smart filters in Photoshop
- Advanced masking, selections, and perspective tools
- Photo retouching, composite creation, and colour correction
- Vector infographic and advanced logo design
- Corporate branding, typography, and drawing in perspective
- Gradient mesh, opacity masks, and SVG filters
- Raster-to-vector conversion and effects gallery
- Designing for digital screens vs. print
- Multi-artboard management and print setup

TARGET AUDIENCE

- Persons advancing Photoshop & Illustrator skills
- Graphic designers and visual artists
- Marketing and branding professionals
- Digital media creators
- Entrepreneurs creating promotional materials

BENEFITS

- Create advanced photo composites
- Master vector design, perspective, and masking
- Design print-ready ads, posters, and logos
- Apply colour correction, filters, and effects
- Export graphics for digital and print use

ENTRY REQUIREMENTS

Candidates are required to complete the CTS College Adobe Photoshop & Illustrator programme or have a similar level of expertise.

Visit Programme Page →

CTS College Information Technology Certification Programme

INTRODUCTION TO DATA ANALYTICS

The Introduction to Data Analytics course at CTS College equips participants with the ability to understand, interpret, and apply data in practical situations. Designed for learners without a technical background, it is ideal for professionals and individuals from various fields seeking to make smarter, data-driven decisions. The course blends theory with interactive activities, case studies, and hands-on practice. Participants will explore analytics concepts, data quality, and ethical considerations. By course completion, learners will be confident in transforming data into meaningful insights for strategic use.

COURSE CONTENT

- The data-driven mindset
- Understanding data in decision-making
- Identifying everyday uses of data
- Types of analytics
- Matching analytics to business needs
- Data sources and quality
- Dashboards and visualisation
- Creating mock dashboards
- Analytics in action
- Actionable insights and future trends

TARGET AUDIENCE

- Professionals in HR, finance, and marketing
- Learners seeking data interpretation skills
- Students from wanting data awareness
- Individuals aiming to apply analytics

BENEFITS

- Build confidence in applying data
- Develop transferable industry skills
- Enhance data literacy for insights
- Engage ethically in data use

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Information Technology Certification Programme

MICROSOFT OFFICE SUITE

The Microsoft Office course at CTS College offers comprehensive, hands-on training across six essential applications: Word, Excel, PowerPoint, Access, Outlook, and OneNote. Designed for individuals seeking to enhance productivity, the course builds practical skills in document creation, data management, presentations, databases, communication, and digital note-taking. Participants learn through interactive exercises and real-world tasks, enabling them to confidently navigate and utilise the Microsoft Office Suite. Whether for professional, academic, or personal purposes, this program equips learners with the tools to work efficiently and effectively in diverse environments.

COURSE CONTENT

- Microsoft Word fundamentals and formatting
- Excel formulas, functions, and charts
- PowerPoint design and presentations
- Access database creation and queries
- Outlook email, calendar, and contacts
- OneNote digital note-taking
- Data organisation and management skills
- Collaborative tools and integration
- Printing, exporting, and file sharing

TARGET AUDIENCE

- Individuals seeking Microsoft Office skills
- Office assistants and secretaries
- Business owners and entrepreneurs
- Professionals improving productivity

BENEFITS

- Master six Office applications
- Enhance workplace efficiency
- Improve document and data handling
- Strengthen professional communication

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

Visit Programme Page →

CTS College Information Technology Certification Programme
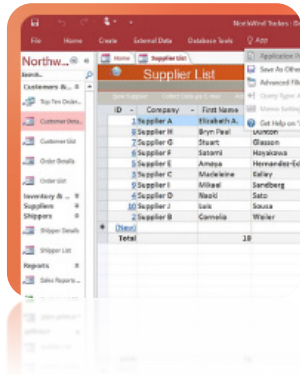
MICROSOFT ACCESS

The Microsoft Access course at CTS College is a hands-on programme that teaches you to build and manage professional databases with confidence. You'll learn to design efficient tables, create queries, develop user-friendly forms, and generate insightful reports. Perfect for business users and aspiring database managers, this practical training transforms complex data into organised, accessible information through real-world exercises and expert guidance.

COURSE CONTENT

- Introduction to Access and database fundamentals
- Creating and managing tables
- Designing fields and setting primary keys
- Creating and running queries
- Joining tables and ensuring data integrity
- Building user-friendly forms
- Generating and formatting reports
- Importing, exporting, and maintaining data
- Securing and backing up databases

TARGET AUDIENCE

- Individuals interested in Microsoft Access
- Office assistants and secretaries
- Business owners and entrepreneurs
- Professionals managing data

BENEFITS

- Build and manage professional databases
- Transform data into actionable insights
- Improve workflow efficiency
- Gain practical, in-demand skills

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

Visit Programme Page →

CTS College Information Technology Certification Programme

MICROSOFT EXCEL

The Microsoft Excel course at CTS College is a practical, skills-focused programme that transforms you into a spreadsheet power user. You'll master essential formulas, data analysis tools, pivot tables, and dynamic charts while learning time-saving automation techniques. Designed for professionals across industries, this hands-on training equips you with the skills to organise, analyse, and visualise data efficiently — turning raw numbers into actionable business insights.

COURSE CONTENT

- Introduction to Excel and navigation basics
- Creating, saving, and managing workbooks
- Entering, editing, and formatting data
- Using formulas, functions, and conditional formatting
- VLOOKUP, HLOOKUP, and linked values

- Creating pivot tables and charts
- Sorting, filtering, and analysing data
- Adding graphics, SmartArt, and shapes
- Printing, page setup, and workbook management

TARGET AUDIENCE

- Persons interested in learning Microsoft Excel
- Office Assistants
- Secretaries
- Business Owners and Entrepreneurs

BENEFITS

- Improve spreadsheet efficiency
- Analyse and visualise data
- Automate repetitive tasks
- Enhance decision-making skills

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

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CTS College Information Technology Certification Programme

MICROSOFT OUTLOOK AND ONENOTE
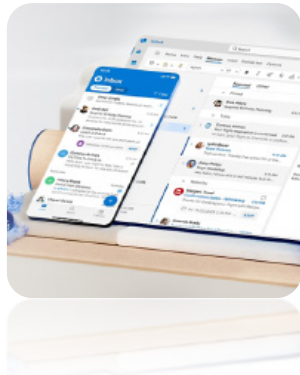
The Microsoft Outlook & OneNote course at CTS College is a streamlined productivity programme that teaches you to master email management, calendar coordination, task tracking, and digital note-taking. You'll learn to optimise Outlook for efficient communication and scheduling while harnessing OneNote to organise ideas, meeting notes, and research materials — all seamlessly synced across devices. Perfect for busy professionals, this combined training delivers essential digital organisation skills to boost your workflow efficiency.

COURSE CONTENT

- Navigating the Outlook interface and settings
- Managing emails, attachments, and signatures
- Organising contacts and creating groups
- Coordinating calendars and scheduling meetings
- Tracking and assigning tasks
- Using categories and custom views in Outlook
- Creating and formatting notebooks in OneNote
- Adding multimedia and annotations in OneNote
- Sharing, printing, and customising OneNote content

TARGET AUDIENCE

- Persons interested in learning Microsoft Outlook and OneNote
- Office Assistants
- Secretaries
- Business Owners and Entrepreneurs

BENEFITS

- Streamline email and calendar management
- Organise information effectively
- Improve task tracking and scheduling
- Enhance collaboration and sharing
- Access synced content anytime, anywhere

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

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CTS College Information Technology Certification Programme

MICROSOFT POWERPOINT

The Microsoft PowerPoint course at CTS College is a dynamic training programme that equips you with professional presentation skills. You'll learn to design visually compelling slides, apply animations and transitions, incorporate multimedia elements, and deliver impactful presentations with confidence. Perfect for professionals, educators, and students, this hands-on course covers everything from basic slide creation to advanced presentation techniques, ensuring you can communicate ideas effectively in any setting.

COURSE CONTENT

- Introduction to PowerPoint and workspace navigation
- Creating and formatting slides and text
- Customising templates and slide layouts
- Adding and formatting shapes, images, and objects
- Applying animations and transition effects
- Incorporating charts, tables, SmartArt, and multimedia
- Using slide master and presentation themes
- Proofing, reviewing, and printing presentations
- Running and delivering a slide show effectively

TARGET AUDIENCE

- Persons interested in learning Microsoft PowerPoint
- Office Assistants
- Secretaries
- Business Owners and Entrepreneurs

BENEFITS

- Create visually compelling presentations
- Communicate ideas with clarity
- Use advanced PowerPoint features
- Deliver presentations confidently

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

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CTS College Information Technology Certification Programme

MICROSOFT WORD

The Microsoft Word course at CTS College is a hands-on programme designed to boost your document productivity. You'll master essential skills like formatting, tables, mail merge, and collaboration tools, while learning time-saving shortcuts and professional layout techniques. Suitable for beginners to intermediate users, the course combines practical exercises with real-world applications to ensure you can create polished, efficient documents for any workplace need.

COURSE CONTENT

- Introduction to Word and workspace navigation
- Creating, editing, and formatting text
- Using templates and page layouts
- Applying styles, bullets, numbering, and columns
- Working with tables and charts

- Mail merge, envelopes, and labels
- Inserting graphics, pictures, and SmartArt
- Collaboration tools and document review
- Printing, saving, and exporting documents
- Hyperlinks, research tools, and document properties

TARGET AUDIENCE

- Persons interested in learning Microsoft Word
- Office Assistants
- Secretaries
- Business Owners and Entrepreneurs

BENEFITS

- Create professional, well-formatted documents
- Use advanced Word features efficiently
- Collaborate and review documents effectively
- Save time with shortcuts and templates
- Enhance workplace productivity

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

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CTS College Information Technology Certification Programme

MICROSOFT POWER APPS
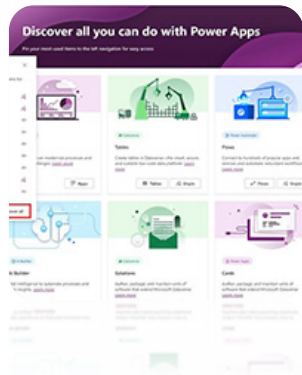
The Microsoft Power Apps course at CTS College will teach students how to unlock the potential of no-code application development. This comprehensive programme is designed to equip students with the skills needed to create custom business applications that streamline processes and enhance productivity. Whether you're an IT professional looking to expand your skill set or a business leader aiming to empower your team, this course provides the tools and knowledge to transform ideas into fully functional apps.

COURSE CONTENT

- Introduction to Power Apps and workspace fundamentals
- Understanding Canvas and Model-Driven apps
- Connecting to data sources like SQL, SharePoint, and Excel
- Using Power Apps controls and syntax
- Building and customizing apps
- Branding, media, and layout adjustments
- App sharing, permissions, and collaboration
- Advanced development with connectors and Power Automate
- Deploying, managing, and securing apps
- Troubleshooting and testing applications

TARGET AUDIENCE

- IT professionals
- Business analysts
- Project managers
- Individuals interested in custom app development

BENEFITS

- Create apps without coding knowledge
- Automate workflows and streamline tasks
- Build apps across multiple platforms
- Improve collaboration and communication
- Gain in-demand skills for career growth

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate and have basic a understanding of Microsoft Office applications, inclusive of Microsoft Excel. Familiarity with data management concepts and SharePoint lists would be an asset.

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CTS College Information Technology Certification Programme

MICROSOFT POWER AUTOMATE
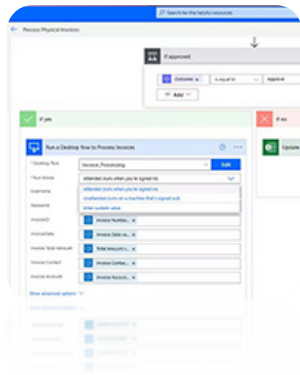
The Microsoft Power Automate course at CTS College will teach students how to unlock the full potential of automation with Microsoft Power Automate. This comprehensive course is designed for aspiring professionals, end-users and professionals seeking to upskill by streamlining workflows and enhancing operational efficiency using Microsoft's powerful automation platform.

COURSE CONTENT

- Introduction to Power Automate and navigation
- Creating and testing basic flows
- Connecting to Microsoft 365 and other data sources
- Using triggers, actions, and conditional logic
- Working with APIs and custom connectors
- Setting up approval workflows and notifications
- Applying best practices for security and compliance
- Analysing real-world automation scenario

TARGET AUDIENCE

- IT Professionals
- Business Analysts
- Project Managers
- Individuals interested in workflow automation

BENEFITS

- Automate tasks to save time
- Integrate Microsoft and third-party apps
- Reduce costs and manual effort
- Improve accuracy and consistency
- Enhance productivity across teams

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate. Understanding of business processes, Microsoft 365 applications, including excel and SharePoint would be an asset.

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CTS College Information Technology Certification Programme

MICROSOFT POWER BI

The Microsoft Power BI course at CTS College empowers learners to transform raw data into meaningful insights for smarter decision-making. This hands-on program covers the complete data journey, from connecting to diverse sources to creating dynamic dashboards and interactive reports. Participants will master data modelling, advanced DAX calculations, and visual storytelling techniques. Guided by industry experts, you will explore real-world applications in business, finance, and marketing. By the end, you will be equipped to analyse trends, monitor performance, and communicate data effectively for maximum impact.

COURSE CONTENT

- Introduction to Power BI and the Business Intelligence ecosystem
- Connecting to and transforming data from multiple sources
- Creating and managing data models and relationships
- Designing interactive dashboards and reports
- Applying advanced DAX functions for data analysis

- Publishing and sharing reports in the Power BI Service
- Implementing role-based and row-level security
- Exploring AI-powered insights and visualisations
- Developing real-world business intelligence projects

TARGET AUDIENCE

- Business Analysts
- Data Analysts
- IT Professionals
- Project Managers
- Finance and Marketing Professionals

BENEFITS

- Analyse and visualise data with Power BI
- Build interactive, decision-focused reports
- Integrate and transform data sources
- Apply DAX for advanced calculations
- Publish and share reports securely

ENTRY REQUIREMENTS

To enrol in this programme, students should be computer literate. While not mandatory, a basic understanding of Microsoft Excel (including PivotTables, formulas, and basic data functions), SharePoint Lists, and general data management concepts would be beneficial.

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CTS College Information Technology Certification Programme

MICROSOFT SHAREPOINT
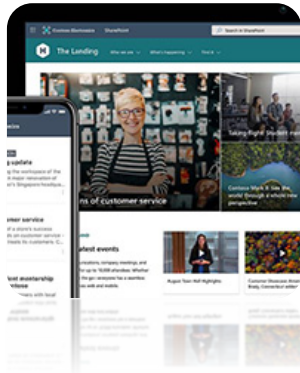
The Microsoft SharePoint course at CTS College equips learners with the skills to collaborate effectively, manage documents, and streamline business processes. Participants will explore SharePoint's features for site creation, content organisation, automation, and integration. The course covers document management, security, lists, workflows, and administration. Learners will gain practical knowledge to improve workplace productivity and efficiency. Whether you are an IT professional or new to SharePoint, this programme provides hands-on skills for leveraging the platform to meet real-world business needs.

COURSE CONTENT

- Introduction to SharePoint and its features
- Creating and managing SharePoint sites and content
- Configuring search settings for improved results
- Understanding site collections and administration

- Document management, libraries, and permissions
- Managing security and compliance settings
- Working with SharePoint lists and automation rules
- Creating workflows and integrating with other apps

TARGET AUDIENCE

- IT Professionals
- Aspiring IT Specialists
- Business and IT Analysts
- Project Managers
- Business Owners

BENEFITS

- Build and manage SharePoint sites
- Organise and secure business documents
- Automate workflows to save time
- Integrate SharePoint with other tools
- Improve collaboration and efficiency

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

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CTS College Information Technology Certification Programme
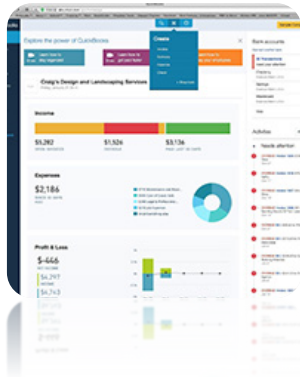
QUICKBOOKS ONLINE

The QuickBooks Online course at CTS College provides learners with practical accounting skills using this leading cloud-based platform. Participants will learn to set up accounts, manage invoices, track expenses, and generate key financial reports. The course focuses on hands-on training, ensuring proficiency in daily financial tasks for both personal and business use. By mastering QuickBooks Online, learners can streamline accounting processes, improve accuracy, and make informed financial decisions for businesses of any size.

COURSE CONTENT

- QuickBooks Online setup and navigation
- Importing data and chart of accounts setup
- Managing vendors and customers
- Creating and managing products and services
- Recording transactions and reconciling bank accounts
- Tracking accounts payable and receivable
- Adjusting balances and inventory
- Generating financial reports
- Adding and managing users

TARGET AUDIENCE

- Small business owners
- Medium sized business owners
- Accounting students
- Job seekers
- Entrepreneurs

BENEFITS

- Track expenses and cash flow
- Automate invoice payment reminders
- Manage inventory and services
- Generate financial reports
- Prepare accurate VAT figures

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

Visit Programme Page →

CTS College Information Technology Certification Programme

WEB DESIGN

The Web Design course at CTS College introduces participants to the core principles of building modern, functional websites using HTML, CSS, and industry-standard tools. Through hands-on practice with Adobe Dreamweaver, Photoshop, and Bridge, learners will gain skills in coding, design, and site management. The program covers planning, structuring, and styling websites while ensuring accessibility and search engine optimization. With a focus on both technical and creative aspects, participants develop the ability to produce professional websites, whether for personal projects or business needs.

COURSE CONTENT

- HTML, CSS, JavaScript, and jQuery
- How the internet works and browsers
- Website planning and semantics
- Images, hyperlinks, and page structure
- Building forms with validation
- Creating a complete website
- Search engine optimisation basics
- Adobe Dreamweaver tools and features

TARGET AUDIENCE

- Beginners in web design
- People interested in HTML and CSS
- Those learning Dreamweaver
- Aspiring website creators

BENEFITS

- Understand and apply HTML and CSS
- Use Dreamweaver effectively
- Create and publish websites
- Optimise sites for search engines

ENTRY REQUIREMENTS

In order to enrol for this programme, students are expected to be computer literate.

Visit Programme Page →

BUSINESS CERTIFICATION COURSES

Our business certifications are designed to provide you with the practical, industry-relevant skills needed to excel in today's competitive marketplace. From public speaking and event management to business etiquette and social media management, these focused programmes will equip you with the credentials to advance your career, increase your earning potential, and become a more effective professional.

CTS College Business Certification Programme

BUSINESS ETIQUETTE

The Business Etiquette course at CTS College equips participants with the essential skills to maintain professionalism and communicate effectively in the workplace. It covers appropriate manners, actions, and behaviours that foster respect, trust, and collaboration among colleagues. Through practical guidance on professional image, etiquette in shared spaces, and effective communication, learners will enhance their workplace presence. The course also addresses time management, conflict resolution, and relationship-building skills, preparing participants to excel in diverse business environments and contribute to a positive organisational culture.

COURSE CONTENT

- Professional image and office etiquette
- Telephone communication skills
- Letter writing and business correspondence
- Clear and effective email writing
- Time management techniques
- Working with colleagues and teamwork
- Communication skills (verbal and non-verbal)

TARGET AUDIENCE

- Young professionals entering the workforce
- Lower and upper management staff
- Individuals seeking to improve workplace conduct
- People preparing for office-based roles

BENEFITS

- Use professional telephone and email etiquette
- Improve time management skills
- Enhance listening and communication abilities
- Resolve workplace conflicts effectively

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

CERTIFICATE IN ACCOUNTING AND FINANCE

The Certificate in Accounting and Finance course at CTS College is designed to provide participants with comprehensive and hands-on training in essential accounting principles, practices and software tools. This programme is ideal for individuals seeking to acquire practical accounting skills for employment or career advancement. Participants will acquire a strong foundation in both accounting and finance concepts, enhancing their proficiency in utilising accounting software for a range of financial activities.

COURSE CONTENT

- Introduction to accounting principles and concepts
- Recording financial transactions and maintaining ledgers
- Reconciliation processes for bank, cash, and ledgers
- Auditing procedures and control testing
- Preparing and analysing financial statements
- Financial data analysis and ratio evaluation
- Fundamentals of payroll and income taxation

TARGET AUDIENCE

- Accounting staff
- Entrepreneurs
- Individuals seeking practical accounting skills
- Persons aiming for career advancement

BENEFITS

- Understand key accounting concepts and principles
- Accurately record and reconcile financial data
- Prepare and interpret core financial statements
- Perform audits and control tests

ENTRY REQUIREMENTS

Intermediate Microsoft Office skills (including Excel) and at least 1 year of related work experience. Working knowledge of accounting terms such as double entry, debit, credit, assets, liabilities, income and expenses, trial balance, balance sheet, and income statement.

Visit Programme Page →

CTS College Business Certification Programme

EARLY CHILDHOOD CARE AND EDUCATION

The Early Childhood Care and Education course offered at CTS College will allow you to start career in Early Childhood Care and Education at an entry level. You will acquire the necessary skills to plan, implement and evaluate early childhood programmes, while working within legal and industry requirements. You will also learn how to support children's growth and development in a safe, comfortable, healthy and diverse setting, while promoting learning through a curriculum that guides the physical environment and social relationships with families and communities.

COURSE CONTENT

- Principles and foundations of early childhood education
- Effective verbal and written communication skills
- Legal requirements and governance for EC institutions
- Designing and managing learning environments
- Child growth, development, and learning theories
- Health, safety, and nutrition practices for early learners
- Play-based learning strategies
- Fieldwork experience in an early childhood setting

TARGET AUDIENCE

- Aspiring early childhood educators
- Individuals seeking a career change into ECE
- Entrepreneurs in childcare services
- Untrained educators seeking formal qualification

BENEFITS

- Understand child development stages
- Create engaging, inclusive learning spaces
- Promote early literacy and communication
- Apply health and safety standards
- Gain practical field experience

ENTRY REQUIREMENTS

In order to register for this course, students must have either 3 CXC/CSEC passes (Grades 1, 2, or 3) or be 18 years or older with basic computer skills. These requirements ensure participants can effectively engage with the course content and activities.

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CTS College Business Certification Programme

EMERGENCY FIRST RESPONDER

The Emergency First Responder course at CTS College equips participants with essential skills to respond to a variety of emergencies at home, work, and in the community. The programme addresses health-related incidents, fires, natural disasters, and manmade hazards. Students will gain practical training in first aid, CPR, AED use, fire safety, disaster preparedness, and mass casualty management. Through hands-on activities and scenario-based learning, graduates will be prepared to assess risks, respond effectively, and contribute to safer environments.

COURSE CONTENT

- First Aid, CPR, and AED techniques for all age groups
- Managing bleeding, wounds, burns, and medical emergencies
- Basic fire safety and fire extinguisher use
- Risk assessment and disaster preparedness planning
- Introduction to mass casualty management and triage
- On-scene setup and coordination during emergencies
- Fire risk management and prevention strategies
- Rescue and victim movement techniques

TARGET AUDIENCE

- Individuals seeking personal emergency preparedness
- Corporate and workplace teams
- Community leaders and volunteers
- Parents and caregivers

BENEFITS

- Provide first aid, CPR, and AED response
- Respond effectively to fires and emergencies
- Prepare and plan for disasters
- Manage mass casualty situations
- Promote safety in home, work, and community

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

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CTS College Business Certification Programme

INTRODUCTION - AI TOOLS FOR BUSINESS SUCCESS

The Enhancing Business Productivity with AI – Level 1 course at CTS College helps professionals harness the power of artificial intelligence to optimise daily operations. Designed for non-programmers, it focuses on practical, real-world applications across marketing, HR, finance, and administration. Participants will explore tools like ChatGPT and Perplexity to automate routine tasks, improve communication, and support decision-making. By the end, learners will have a personalised AI integration plan, enabling them to boost efficiency, stay competitive, and adapt confidently in a rapidly evolving digital landscape.

COURSE CONTENT

- Introduction to AI for business and its impact
- Debunking AI myths and recognising opportunities
- Automating workflows and creating SOPs
- AI tools for content, marketing, and customer engagement
- HR support for recruitment, training, and communication
- AI for strategic planning and decision-making
- Creating a customised AI copilot blueprint
- Practical business simulation with AI tools

TARGET AUDIENCE

- Entrepreneurs and small business owners
- Managers and team leads
- Business professionals in various departments
- IT and digital transformation specialists
- Individuals curious about AI applications

BENEFITS

- Boost productivity with AI tools
- Enhance decision-making capabilities
- Save time on repetitive tasks
- Gain skills for future-ready careers
- Earn a recognised certification

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

AI CHATBOTS FOR BUSINESS EFFICIENCY

The Enhancing Business Productivity with AI – Level 2 course at CTS College teaches participants to design and deploy AI-powered chatbots that optimise business operations. Learners will explore modern chatbot platforms, conversational design, and large language models to automate routine tasks and improve customer engagement. The course covers building bots for WhatsApp, Messenger, and websites while integrating with business systems. Participants will gain practical skills to enhance operational efficiency, create value, and deliver seamless user experiences across multiple digital channels.

COURSE CONTENT

- Foundations of AI chatbots and NLP for business
- Building a web-based chatbot with practical labs
- WhatsApp chatbot development with conditional logic
- Messenger chatbot creation and multichannel strategies
- Best practices for chatbot conversation design
- Monitoring and optimising chatbot performance
- Designing a full end-to-end business chatbot solution
- Capstone project execution and presentation

TARGET AUDIENCE

- Entrepreneurs and small business owners
- Managers and team leads
- Business professionals in operations and customer service
- IT and digital transformation specialists
- Individuals interested in AI applications

BENEFITS

- Build AI chatbots tailored to workflows
- Deploy chatbots on WhatsApp, Messenger, and web
- Enable natural conversations using LLMs
- Integrate chatbots with business systems and APIs
- Monitor and improve chatbot performance

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in level 2 of this course – all are welcome to join and learn.

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CTS College Business Certification Programme

EVENT MANAGEMENT

The Event Management course at CTS College equips learners with the skills to plan, organise, and execute successful events. Participants will develop creative thinking, problem-solving, resource management, and decision-making abilities. The programme combines theoretical insights with practical exercises to enhance strategic planning, operational efficiency, and client satisfaction. Students will gain experience in designing, coordinating, and evaluating events while navigating challenges and applying industry best practices. Graduates will be prepared for roles across event planning, coordination, and management.

COURSE CONTENT

- Research and market analysis for events
- Event design and theme development
- Planning and scheduling activities

- Research and market analysis for events
- Event design and theme development
- Planning and scheduling activities

TARGET AUDIENCE

- Aspiring event planners
- Event managers and coordinators
- Corporate and work coordinators
- Individuals interested in event planning
- Entrepreneurs in the events industry

BENEFITS

- Plan and organise events efficiently
- Create proposals, contracts, and banquet orders
- Design menus and floor plans
- Manage costs and staffing requirements
- Apply marketing, PR, and risk management strategies

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

FRENCH CONVERSATION FOR BEGINNERS

The French Conversation for Beginners course at CTS College introduces learners to basic conversational French. Participants will develop skills to greet, introduce themselves, ask questions, and express desires using simple sentences. The course incorporates interactive sessions, audio-visual aids, and engaging activities to create a supportive learning environment. Learners will gain foundational knowledge of French grammar, essential verbs, and common expressions. Graduates will be able to communicate effectively in everyday situations and develop confidence for travel, work, or cultural experiences.

COURSE CONTENT

- Introducing yourself and others
- Formal and informal greetings
- Forming simple sentences
- Asking and answering questions
- Expressing desires and negation
- Using past, present, and future tenses
- Essential French verbs
- Asking for and giving directions
- Expressing quantities and telling time

TARGET AUDIENCE

- Beginners interested in learning French
- Travel enthusiasts
- Cultural explorers
- Individuals seeking a new language skill
- Students or professionals enhancing communication skills

BENEFITS

- Engage in basic French conversation
- Use key expressions in everyday situations
- Gain confidence speaking French
- Understand simple French grammar
- Prepare for travel and cultural experiences

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

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CTS College Business Certification Programme

FUNDAMENTALS OF LAW

The Fundamentals of Law course at CTS College introduces learners to key legal principles that inform their rights and obligations. Participants will explore contract law, torts, and property law while developing analytical and problem-solving skills applicable in personal and professional contexts. The course covers contract formation, enforcement, and termination, civil wrongs, liability, and property ownership. Learners will gain practical knowledge to apply legal concepts to real-world situations, enhancing their understanding of law and its role in everyday life.

COURSE CONTENT

- Introduction to the law of contracts
- Understanding contractual terms and formation
- Identifying misrepresentation and breach
- Exploring discharge and illegality of contracts
- Introduction to tort law and negligence
- Understanding defamation and legal defences
- Exploring trespass, nuisance, and vicarious liability
- Introduction to property law and ownership
- Understanding leases, licences, and easements

TARGET AUDIENCE

- Individuals interested in learning about law
- Persons seeking foundational legal knowledge
- Aspiring legal professionals
- Students exploring law-related careers
- Professionals needing legal awareness

BENEFITS

- Understand key principles of contract, tort, and property law
- Apply legal concepts to real-world scenarios
- Develop analytical and problem-solving skills
- Gain foundational knowledge for legal careers
- Understand rights and obligations under the law

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

INTERVIEWING SKILLS / RESUME WRITING

The Interviewing Skills and Resume Writing course at CTS College equips participants with the tools to succeed in today's competitive job market. Learners will gain practical guidance on crafting professional resumes that highlight their skills, experience, and achievements. The course also covers strategies to excel in interviews, including body language, communication, and confidence-building techniques. By combining resume writing and interviewing skills, participants will be prepared to present themselves effectively, secure job opportunities, and advance their careers.

COURSE CONTENT

- Writing professional resumes
- Structuring contact information and objectives
- Highlighting education and work experience
- Showcasing software skills and volunteer experience
- Preparing for interviews

- Understanding body language and posture
- Practicing effective communication
- Responding confidently to common questions
- Discussing salary and benefits
- Following up with thank-you notes

TARGET AUDIENCE

- Persons seeking employment
- Recent graduates
- Individuals interested in career changes
- Entry-level professionals

BENEFITS

- Craft professional resumes
- Excel in interviews
- Demonstrate confidence and communication skills
- Increase employability
- Stand out to potential employers

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

INVESTIGATIVE INTERVIEWING AND REPORT WRITING

The Investigative Interviewing and Report Writing course at CTS College equips professionals with the skills to conduct fair, structured, and legally compliant workplace investigations. Participants will learn the internationally recognised PEACE model for interviewing, covering planning, questioning, evidence collection, and report writing. The course emphasizes objectivity, ethical practice, and critical thinking while handling sensitive matters. Learners gain confidence in producing clear, evidence-based reports, enhancing professional credibility and supporting workplace compliance and risk management.

COURSE CONTENT

- Introduction to investigative interviewing
- Understanding the PEACE model
- Preparation, planning, and objective setting
- Engaging, explaining, and building rapport
- Questioning techniques and clarification methods
- Closure and evaluation of interviews
- Ethical and legal considerations
- Writing clear, structured investigative reports
- Analytical and critical thinking for report writing
- Practical exercises with simulated interviews and reports

TARGET AUDIENCE

- Human Resources professionals
- Supervisors and Managers
- Compliance Officers
- Investigators and Internal Auditors
- Employee Relations Practitioners

BENEFITS

- Enhance interviewing skills
- Produce clear, evidence-based reports
- Apply ethical and legal best practices
- Develop critical thinking abilities
- Support workplace compliance and reduce risk

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Note: Students are expected to be computer literate. Work experience would also be an asset.

Visit Programme Page →

CTS College Business Certification Programme

MASTERING BEHAVIOURAL CHALLENGES

The Mastering Behavioural Challenges course at CTS College equips parents, caregivers, and educators with practical strategies to understand and manage children's behavioural difficulties. Participants will explore emotional regulation, attention, communication, and other common challenges while learning to implement evidence-based interventions. The programme emphasizes building positive relationships, assessing behaviours, setting goals, and applying proactive support strategies. By the end, participants will gain confidence in supporting children's development, fostering positive behaviours, and collaborating with professionals for effective, holistic care.

COURSE CONTENT

- Understanding behavioural challenges in children
- Building positive relationships and fostering empathy
- Assessing behaviour and setting intervention goals
- Applying positive behaviour support strategies
- Teaching emotional regulation and coping skills
- Collaborating with professionals for support

TARGET AUDIENCE

- Parents of children with behavioural challenges
- Caregivers and guardians
- Educators and childcare professionals
- Anyone supporting children with behavioural difficulties

BENEFITS

- Understand children's behavioural challenges
- Implement strategies for positive behaviour
- Develop skills in emotional regulation support
- Collaborate effectively with professionals
- Track and assess behavioural progress

ENTRY REQUIREMENTS

No prior knowledge or experience is required to enrol in this course. Whether you're a parent, caregiver, educator, or professional in a related field, you are welcome to join as the course is designed to be accessible to all individuals interested in supporting children with behavioural challenges.

Visit Programme Page →

CTS College Business Certification Programme

MASTERING MINUTE WRITING

The Mastering Minute Writing course at CTS College provides a comprehensive overview of minute writing, covering both foundational principles and advanced techniques. It incorporates practical exercises and real-world examples to enhance learning and skill development. At the end of this course, students will be able to write minutes effectively for any event and organisation.

COURSE CONTENT

- Introduction to minute writing and its purpose
- Preparing for meetings and gathering tools
- Active listening and note-taking strategies
- Summarising key points and action items
- Structuring minutes with clarity and readability
- Legal and ethical considerations in minute writing
- Practical exercises and simulated case studies
- Continuous improvement and professional development

TARGET AUDIENCE

- Employees seeking professional development
- Entrepreneurs
- Persons desirous of learning a new skill
- External Contractors / Consultants
- Executive Assistants
- Board Secretaries

BENEFITS

- Develop proficiency in professional minute writing
- Capture accurate decisions and action points
- Improve active listening and summarising capabilities
- Enhance documentation skills
- Gain confidence in managing meetings

ENTRY REQUIREMENTS

Students are expected to be computer literate in order to start this course. Work experience is also an asset.

Visit Programme Page →

CTS College Business Certification Programme

PAYROLL & TAXATION MANAGEMENT

The Payroll and Taxation Management course at CTS College provides comprehensive training in payroll processing and tax compliance. Participants learn the essential skills to calculate employee wages, deductions, and statutory contributions while ensuring accuracy and adherence to legislation. The course covers income tax, PAYE, VAT, Green Fund, and Business Levy, offering practical workshops and real-world examples. Graduates will be equipped to manage payroll efficiently, ensure regulatory compliance, and support organisational financial stability while developing confidence in handling taxation matters.

COURSE CONTENT

- Introduction to time sheets and wage calculations
- Payroll processing, including H/S, NIS, and pay slips
- Understanding and calculating PAYE deductions
- Completion of tax forms (NI 184, NI 187, TD4, BIR)
- Value Added Tax (VAT) calculations and returns
- Green Fund and Business Levy compliance and payments
- Ethics and motivation in payroll management

TARGET AUDIENCE

- Payroll officers and HR personnel
- Entrepreneurs and small business owners
- Individuals calculating taxes
- Professionals in payroll compliance
- Those seeking foundational payroll and taxation knowledge

BENEFITS

- Calculate statutory deductions and taxes
- Process payroll efficiently and reliably
- Ensure compliance with tax legislation
- Develop payroll management skills
- Gain confidence in handling business taxation

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

PUBLIC SPEAKING

The Public Speaking course at CTS College introduces participants to the essential principles of confident, persuasive, and credible communication. Designed for both personal and professional development, the course focuses on informing, persuading, and engaging audiences effectively. Students will explore techniques for speech design, vocal control, body language, and audience interaction, while learning to manage anxiety and adapt to diverse settings. Through practical exercises, debates, and presentations, participants develop analytical, critical thinking, and performance skills that enhance overall communication and public speaking confidence.

COURSE CONTENT

- Icebreakers and introductions
- Purpose and objectives of public speaking
- Understanding and interpreting body language
- Dealing with difficult audiences
- Vocal variety, pitch, and tone
- Types of speeches and effective delivery
- Active listening and audience engagement

TARGET AUDIENCE

- Aspiring public speakers
- Professionals seeking confidence in presentations
- Students or individuals wishing to improve communication and speaking skills
- Entrepreneurs and business leaders

BENEFITS

- Deliver presentations confidently
- Engage and connect with audiences
- Manage difficult situations and audience dynamics
- Structure and organise speeches for impact
- Develop personal confidence and presentation skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Business Certification Programme

SOCIAL MEDIA MANAGEMENT

The Social Media Management course at CTS College equips participants with practical skills to navigate and optimise digital platforms for business growth. Participants learn to develop strategic social media campaigns, create engaging content, and build strong online communities. The course covers analytics, trend analysis, and reputation management, with a focus on integrating social media into overall business strategy. Hands-on projects allow learners to implement campaigns, measure impact, and refine approaches, ensuring they gain confidence in managing social media for professional and organisational success.

COURSE CONTENT

- Introduction to social media and its business relevance
- Developing a social media strategy aligned with business goals
- Targeting audiences and leveraging influencers
- Creating and managing content
- Using analytics to measure performance and engagement
- Social media mining and data analysis
- Building an editorial calendar and content schedule
- Reputation monitoring and crisis management

TARGET AUDIENCE

- Social media marketers
- Entrepreneurs and small business owners
- Organisations seeking a digital presence
- Marketing professionals
- Anyone interested in social media strategy

BENEFITS

- Implement effective social media strategies
- Create engaging content
- Measure and analyse social media performance accurately
- Manage reputational risks and online crises
- Enhance digital presence and audience engagement

ENTRY REQUIREMENTS

Applicants should have basic computer skills and knowledge, along with a creative mind-set. A passion for communications, advertising, marketing, social media, and data analysis is also recommended.

Visit Programme Page →

CTS College Business Certification Programme

SPANISH CONVERSATION FOR BEGINNERS

The Spanish Conversation for Beginners course at CTS College provides a practical introduction to speaking Spanish, offering learners the skills to communicate effectively in everyday situations. Recognising Spanish as a widely spoken and fast-growing language, the course benefits those seeking to connect with Spanish speakers for travel, work, or personal enrichment. Through interactive sessions, audio-visual aids, and engaging activities, participants gradually develop confidence in basic conversation. The programme focuses on practical usage, cultural appreciation, and enjoyable learning experiences to build a solid foundation in Spanish.

COURSE CONTENT

- Introducing yourself and someone else
- Formal and informal greetings
- Asking and answering basic questions
- Talking about likes, dislikes, and daily routines
- Giving simple instructions

- Forming simple sentences
- Speaking in the negative
- Using present tense and essential verbs
- Asking for and giving directions
- Expressing quantities and telling time

TARGET AUDIENCE

- Individuals motivated to explore new possibilities
- Beginners with minimal or no Spanish knowledge
- Travel enthusiasts
- Persons seeking practical language skills

BENEFITS

- Engage in basic Spanish conversation
- Use Spanish expressions in daily scenarios
- Build confidence communicating with Spanish speakers
- Develop foundational grammar and vocabulary
- Enhance travel and cultural experiences

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

PROFESSIONAL DEVELOPMENT COURSES

Our professional development courses are designed to sharpen your skills and propel your career forward. We provide targeted training in essential areas like strategic leadership, industrial relations and procurement, giving you the practical tools and recognized credentials to excel in your current role and unlock new opportunities for advancement.

CTS College Professional Development Certification Programme

ADMINISTRATIVE ASSISTANT PROFESSIONAL

The Administrative Assistant Professional course at CTS College equips participants with essential skills to excel in administrative roles. Focusing on practical competencies such as effective communication, time management, and problem-solving, the programme bridges theory with real-world application. Students learn to navigate workplace dynamics, enhance professionalism, and confidently perform administrative duties across various departments. Through hands-on exercises and expert feedback, participants gain both knowledge and confidence, preparing them to contribute effectively and advance in their careers as skilled administrative professionals.

COURSE CONTENT

- Work ethics and professionalism
- Organisational structure and roles
- Telephone etiquette and receptionist duties
- Customer service relations
- Office writing skills (memos, emails, letters)
- Email etiquette
- Essential hard and soft office skills
- Communication and people skills
- Decision making and problem-solving
- Time management and stress management

TARGET AUDIENCE

- Individuals pursuing a career in administration
- Employed persons seeking professional certification
- Aspiring administrative professionals

BENEFITS

- Gain practical skills to perform administrative tasks efficiently
- Apply knowledge directly in the workplace with minimal training
- Enhance professionalism and workplace confidence
- Develop strong communication and problem-solving skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

BUSINESS WRITING SKILLS

The Business Writing Skills course at CTS College is designed to enhance your written communication across professional contexts. Participants learn to craft clear, concise, and persuasive documents, including emails, memos, letters, and reports. The programme focuses on composition, style, audience awareness, and effective structuring to ensure messages are understood and acted upon. Through practical exercises and real-world examples, learners gain the confidence to write professionally, reduce errors, and improve clarity, giving them a competitive advantage in any business environment.

COURSE CONTENT

- Writing clear and effective emails
- Formatting and proofreading business correspondence
- Crafting informative subject lines
- Writing cordial and professional conclusions
- Preparing and formatting memoranda
- Organising content for clarity and readability
- Composing business letters
- Detailing requests and agreements
- Structuring explanations for maximum impact
- Developing a professional writing style

TARGET AUDIENCE

- Professionals and executives
- Entrepreneurs and business owners
- Marketing and communications personnel
- Clerical and administrative staff
- Bloggers seeking business writing proficiency

BENEFITS

- Compose persuasive business documents
- Apply communication principles
- Enhance professional writing style
- Develop audience-focused communication skills
- Reduce reliance on supervisors for editing tasks

ENTRY REQUIREMENTS

The following are the recommended entry requirements for this course: Basic computer skills and knowledge, a creative mind-set and a passion for professionalism in communications.

Visit Programme Page →

CTS College Professional Development Certification Programme

CERTIFICATE IN INTRODUCTORY COUNSELLING

The Certificate in Introductory Counselling course at CTS College provides a solid foundation in counselling principles and practices. Participants explore essential skills such as active listening, empathy, rapport-building, and effective communication, while also addressing ethical considerations and self-awareness. The programme equips learners to support others in personal and professional contexts and enhances their understanding of human behaviour. With practical exercises, role plays, and case studies, students gain confidence and competency, preparing them for opportunities in counselling, human resources, and community service.

COURSE CONTENT

- The counsellor: person and professional
- Essential counselling skills: empathy, listening, communication
- Active and reflective listening techniques
- Understanding blocks to listening
- Overview of counselling theories: CBT, person-centred, family therapy
- Introduction to Solution-Focused Brief Therapy
- Counselling goals and therapeutic techniques
- Client-therapist relationship dynamics
- Role plays: counsellor, client, observer
- Case study discussions and presentation

TARGET AUDIENCE

- Parents seeking to understand their children better
- Employers aiming to support staff
- Individuals coping with personal challenges
- Aspiring counsellors
- Anyone interested in personal development

BENEFITS

- Provide effective support to others
- Help clients solve personal and emotional challenges
- Understand counsellor roles, strengths, and limitations
- Develop awareness of clients' attitudes and emotions

ENTRY REQUIREMENTS

The recommended entry requirements for this course include a passion for helping people and providing guidance, along with excellent listening skills. Participants should also have the ability to analyse situations effectively.

Visit Programme Page →

CTS College Professional Development Certification Programme

CERTIFIED ASSOCIATE IN PROJECT MANAGEMENT

The Certified Associate in Project Management (CAPM) course at CTS College equips participants with essential project management knowledge and practical skills aligned with Project Management Institute (PMI) standards. Designed for professionals seeking to enhance their project management competencies, the course covers fundamentals, predictive and adaptive methodologies, and business analysis frameworks. Students gain a thorough understanding of project life cycles, planning, stakeholder management, and risk assessment. By the end, participants are prepared to pursue the PMI CAPM certification, boosting career prospects and professional credibility in global business environments.

COURSE CONTENT

- Project management fundamentals
- Predictive, plan-based methodologies
- Agile frameworks and methodologies
- Business analysis frameworks
- Project roles, responsibilities, and stakeholder communication
- Planning and executing project iterations
- Documenting project controls and deliverables
- Risk management and problem-solving
- Product roadmaps
- Project life cycle and implementation

TARGET AUDIENCE

- Project managers, planners, and team members
- Operations and business managers
- Technical managers
- Business analysts
- Individuals seeking globally recognised project management certification

BENEFITS

- Prepare for the PMI CAPM examination
- Develop project management skills
- Manage projects through completion
- Enhance professional profile and career development
- Gain globally recognised project management certification

ENTRY REQUIREMENTS

To enrol in this course at CTS College, students should have project management experience or have completed the Fundamentals of Project Management course. Additionally, to pursue the PMI CAPM certification, students must hold a secondary/high school diploma or equivalent and complete 23 contact hours of formal project management education, with prior project management experience recommended but not mandatory.

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CTS College Professional Development Certification Programme

FUNDAMENTALS OF CIVIL AVIATION

The Fundamentals of Civil Aviation course at CTS College introduces participants to the dynamic aviation industry, providing essential knowledge for careers such as pilots, flight attendants, air traffic controllers, maintenance engineers, and aviation security officers. Covering regulatory frameworks, aircraft and airport operations, air navigation, and aviation safety, the course offers a comprehensive foundation for aspiring professionals. Participants gain insights into airline and airport management, aircraft design, and operational procedures, equipping them with the skills and understanding required to excel in this fast-paced, global industry.

COURSE CONTENT

- Introduction to aviation and its socioeconomic importance
- Aviation physics and principles of flight
- Basic aerodynamics and flight controls
- Types and categories of aircraft
- Aircraft structure and components
- Aircraft engines and manufacturers
- Aviation careers and requirements
- Airline operations and airport management
- Air navigation and air traffic control
- Aviation security and regulatory compliance

TARGET AUDIENCE

- Young adults aged 16–35 aspiring for aviation careers
- Adults seeking general aviation knowledge
- Aviation enthusiasts
- Individuals exploring careers in civil aviation
- Professionals seeking foundational aviation training

BENEFITS

- Understand key aviation roles and responsibilities
- Learn qualifications, medical standards, and career requirements
- Gain an overview of the national and international aviation industry
- Explore aviation careers aligned with personal goals
- Prepare effectively for aviation job interviews

ENTRY REQUIREMENTS

It is recommended that students possess critical thinking, analytical and effective communication skills in order to start this course.

Visit Programme Page →

CTS College Professional Development Certification Programme

FUNDAMENTALS OF PROJECT MANAGEMENT

The Fundamentals of Project Management course at CTS College provides participants with a strong foundation in project management principles and practices. The programme combines theory with hands-on applications, including the use of project management software, to enhance practical learning. Students will explore project initiation, planning, execution, monitoring, and closure, while also gaining insight into agile methodologies. The course highlights the role of project management in driving business value and success. By the end, participants are equipped with essential knowledge, skills, and tools to manage projects effectively in both professional and personal settings.

COURSE CONTENT

- Project initiation and life cycle fundamentals
- Scope and schedule planning techniques
- Resource planning and management
- Budgeting, cost control, and reporting
- Risk identification and management
- Project communication and stakeholder engagement
- Change management processes
- Project closure and evaluation methods
- Introduction to Agile methodologies
- Practical training with Microsoft Project

TARGET AUDIENCE

- Aspiring project managers and coordinators
- University students and graduates
- Project officers and team members
- Professionals seeking project management certification
- Individuals new to project management

BENEFITS

- Develop project management skills
- Learn to plan, execute, and close projects
- Gain experience with Microsoft Project
- Enhance career prospects and professional credibility
- Prepare for further project management certifications

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

HUMAN RESOURCE MANAGEMENT

The Human Resource Management course at CTS College equips participants with the knowledge and practical skills to effectively manage people in alignment with organisational goals. The programme blends core HR principles with real-world applications, preparing students to handle recruitment, training, performance management, employee engagement, and disciplinary processes. Emphasis is placed on strategic HR planning and the role of people as a source of competitive advantage. With the evolving workplace, students will also explore virtual HR strategies and innovative engagement practices. By the end, participants will be ready to apply HR solutions in both traditional and modern business environments.

COURSE CONTENT

- Role and functions of Human Resource Management
- Developing a Human Resource Plan
- Recruitment, selection, and employee resourcing
- Training and development strategies
- Performance management systems
- Employee discipline and workplace policies
- Employee engagement and motivation methods
- Virtual Human Resource Management practices

TARGET AUDIENCE

- Aspiring Human Resource professionals
- Managers and supervisors
- HR clerks and administrators
- Small business owners managing staff

BENEFITS

- Gain skills to create a strategic HR plan
- Recruit and resource staff effectively
- Design training and development initiatives
- Manage performance and workplace discipline
- Apply innovative engagement and virtual HR strategies

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

INTRO TO LABOUR LAW AND INDUSTRIAL RELATIONS

The Industrial Relations Level 1: Introduction to Labour Law and Industrial Relations course at CTS College introduces participants to the foundations of labour legislation and practices in Trinidad and Tobago. Through interactive sessions and real-life local business examples, students will gain practical insights into managing workplace issues effectively. The programme explores key employment laws, industrial relations principles, and the role of trade unions. Participants will also learn about grievance handling, progressive discipline, and termination laws, including the Retrenchment and Severance Benefit Act (RSBA). This course is designed to provide a clear understanding of how legal frameworks and industrial relations practices shape the employment relationship.

COURSE CONTENT

- Key labour legislation in Trinidad and Tobago
- Introduction to ILO conventions and collective agreements
- Case law and landmark judgements
- Principles of industrial relations practices
- Employer responsibilities in the workplace
- Grievance procedures and progressive discipline
- Investigating workplace disputes
- Retrenchment and Severance Benefit Act (RSBA)

TARGET AUDIENCE

- HR managers and administrators
- Supervisors and executives
- Business owners and managers
- Industrial relations staff
- Employees with people management responsibilities

BENEFITS

- Gain a understanding of labour laws
- Learn to manage disciplinary processes
- Understand collective bargaining and trade unions
- Apply fair and consistent industrial relations practices

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

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CTS College Professional Development Certification Programme

ADVANCED INDUSTRIAL RELATIONS

The Industrial Relations Level 2: Advanced Industrial Relations programme provides participants with practical strategies for managing workplace challenges such as absenteeism, punctuality, and organisational restructuring. The course explores the impact of poor attendance on productivity and introduces the application of progressive discipline in addressing attendance issues. Participants will also learn the step-by-step process for conducting layoffs and retrenchments in accordance with industrial relations best practices. Emphasis is placed on compliance with labour legislation and avoiding procedural errors. By the end, students will be better equipped to manage complex employee relations issues effectively and legally.

COURSE CONTENT

- Managing absenteeism and punctuality in the workplace
- Impact of poor attendance on productivity
- Progressive discipline in attendance management
- Step-by-step process for layoffs and retrenchments
- Legal and procedural considerations in restructuring

TARGET AUDIENCE

- HR managers and administrators
- Supervisors and executives
- Business owners and managers
- Industrial relations staff
- Employees with people management responsibilities

BENEFITS

- Understand the impact of absenteeism on productivity
- Apply progressive discipline effectively
- Manage layoffs and retrenchments in line with legislation
- Avoid procedural errors and legal risks
- Strengthen decision-making in industrial relations

ENTRY REQUIREMENTS

Participants are required to complete Level 1: Introduction to Labour Law and Industrial Relations of this programme in order to enrol for Level 2: Advanced Industrial Relations.

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CTS College Professional Development Certification Programme

INTRO TO PERSONAL FINANCIAL MANAGEMENT

The Introduction to Financial Management course at CTS College equips learners with essential financial knowledge to make informed money decisions. Covering budgeting, saving, investing, debt management, retirement planning, and estate protection, the course emphasises financial literacy as a lifelong skill. Participants will learn to manage resources wisely, avoid common financial pitfalls, and build habits that support financial stability. By the end of the course, learners will be empowered to achieve their goals, attain financial wellness, and create a pathway to generational wealth.

COURSE CONTENT

- Budgeting: planning and managing expenses
- Savings: strategies and emergency fund building
- Introduction to investments and risk management
- Debt and credit: types, management, and credit scores
- Retirement planning and income sources
- Insurance, protection, and estate planning

TARGET AUDIENCE

- Individuals seeking financial stability
- Those who want to improve money management skills
- Persons preparing for long-term financial planning
- Anyone aiming to achieve financial freedom

BENEFITS

- Develop effective budgeting strategies
- Build savings and emergency funds
- Differentiate between good and bad debt
- Understand investments, insurance, and retirement planning
- Improve overall financial decision-making skills

ENTRY REQUIREMENTS

Participants should have a genuine desire to learn about money, building wealth, and be committed to weekly participation. They should also have the availability to prepare before class and possess good expressive skills.

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CTS College Professional Development Certification Programme

INTRODUCTION TO PSYCHOLOGY

The Introduction to Psychology course at CTS College provides a foundation for understanding human behaviour and the many ways psychology impacts everyday life. Covering areas such as brain function, memory, development, stress, coping, and psychological disorders, the course encourages both academic learning and personal growth. Participants will explore how psychology influences self-awareness, relationships, and decision-making. With a focus on applying concepts to real-world settings, this programme prepares learners for further study in psychology while developing critical thinking and reflective skills. By course completion, participants will have a deeper appreciation of human thought, emotion, and behaviour.

COURSE CONTENT

- Discovering psychology: history, principles, and careers
- The brain and nervous system
- Memory: encoding, storage, and forgetting
- Health, stress, and coping mechanisms
- Abnormal psychology and mental disorders

TARGET AUDIENCE

- Individuals interested in psychology
- Students exploring further studies in psychology
- Professionals seeking personal and social insight
- Anyone interested in self and relationship development

BENEFITS

- Gain a broad understanding of psychological principles
- Develop critical and reflective thinking skills
- Apply psychology to daily interactions
- Enhance communication and problem-solving abilities
- Build a strong foundation for advanced psychology studies

ENTRY REQUIREMENTS

The following are the recommended entry requirements for this course: a willingness to learn, excellent listening skills and the ability to analyse.

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CTS College Professional Development Certification Programme

INTRODUCTION TO TEACHING

The Introduction to Teaching course at CTS College provides aspiring educators with a strong foundation in primary education principles and classroom management. Participants will explore child development, instructional methods, lesson planning, and student engagement strategies. Emphasizing the transformative role of quality teaching, the course prepares students to foster positive learning environments and support lifelong learning. Through practical exercises, including microteaching, participants develop communication, planning, and instructional skills, equipping them for careers in primary education or further studies in teacher education.

COURSE CONTENT

- Educational psychology and child development
- Instructional methods and teaching strategies
- Lesson and unit planning
- Instructional resource design and use
- Classroom assessment techniques
- Differentiated instruction for diverse learners
- Classroom management and creating positive climate
- Practical application of teaching skills

TARGET AUDIENCE

- School leavers aspiring to teach at the primary level
- Parents seeking teaching skills to assist young learners
- Aspiring educators seeking foundational knowledge in teaching
- Persons preparing for advanced teacher education

BENEFITS

- Apply human development theories in teaching practice
- Develop competencies in lesson and unit planning
- Enhance questioning and communication strategies
- Implement classroom management and inclusive teaching methods

ENTRY REQUIREMENTS

A desire to acquire effective teaching skills and the ability to work in groups. Candidates should also have good expressive and written skills and be committed to weekly participation.

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CTS College Professional Development Certification Programme

MANAGING STAFF FOR SUCCESS

The Managing Staff for Success course at CTS College equips participants with the skills to align employee performance with organisational objectives. Participants will explore performance management processes, results-based management (RBM) frameworks, and strategies for building high-performing teams. Emphasising practical applications, the course covers recruitment, training, employee engagement, and accountability systems. Leaders learn to foster a culture of results, adaptability, and resilience, ensuring staff contribute effectively to business outcomes. By the end, participants are prepared to implement innovative, outcome-driven management strategies.

COURSE CONTENT

- Analysing performance management as a value delivery tool
- Performance management processes and best practices
- Designing employee performance management components
- Soft approaches to enhance staff performance
- Implementing results-based management frameworks
- Innovative performance management strategies for small and medium businesses

TARGET AUDIENCE

- Line managers, supervisors, and team leaders
- CEOs and executive management
- Small and medium business owners
- Human resource management students and professionals
- Public sector staff in periods of change

BENEFITS

- Harness individual and organisational performance
- Design and deploy results-based performance systems
- Align staff performance with business objectives
- Increase staff accountability and engagement

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

MASTERING SALES AND MARKETING

The Mastering Sales and Marketing course at CTS College equips participants with essential skills to succeed in today's dynamic sales environment. The programme explores modern strategies for attracting, converting, and retaining customers, addressing challenges intensified by economic shifts and digital transformation. Participants learn how to leverage social media, CRM tools, ethical selling practices, and online platforms to drive revenue. The course blends theory with practical applications, preparing individuals to enhance sales performance, build customer relationships, and achieve measurable business results in competitive markets.

COURSE CONTENT

- Understanding the sales process and lead conversion
- Mastering B2B and B2C sales techniques
- Cold calling and cold emailing strategies
- Social media sales and branding
- Selling online across multiple platforms
- Ethical and client-focused selling
- Customer Relationship Management (CRM) software usage

TARGET AUDIENCE

- Sales and marketing professionals
- Entrepreneurs and business owners
- Business development staff
- Brand managers
- Small and medium enterprise personnel

BENEFITS

- Develop strategic sales techniques
- Leverage social media for selling
- Master lead generation and conversion
- Effectively close sales deals
- Enhance customer relationship management skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

PHLEBOTOMY TECHNICIAN: BRIDGING PROGRAMME

The Phlebotomy Technician Bridging Programme (BP) is geared towards individuals who do not meet the entry requirements for the Phlebotomy Technician Level 1 programme. It aims to provide the foundation of theoretical knowledge necessary to achieve the Phlebotomy Technician Certificate. The course will teach students the concepts of organisation of the human body, medical terminology and an introduction to human anatomy & physiology as it relates to body systems.

COURSE CONTENT

- Organisation of the human body
- The cell
- Tissues, glands, and membranes
- Medical terminology
- Body covering and movement
- Integration and coordination
- Energy supply and use
- Reproduction
- Circulation and body defence

TARGET AUDIENCE

- Aspiring Phlebotomy Technicians
- Medical professionals pursuing AMT or AMCA credentials
- Healthcare workers
- Individuals entering the medical field
- Migrating professionals seeking certification

BENEFITS

- Prepare for careers as a Phlebotomy Technician
- Foundation for Dialysis Technician roles
- Pathway to Blood Donor Technician
- Eligibility for Medical Laboratory Technician
- Support toward becoming a Registered Nurse

ENTRY REQUIREMENTS

2 CSEC / CXC / GCE O'Level subjects, inclusive of Mathematics, English A

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CTS College Professional Development Certification Programme

PHLEBOTOMY TECHNICIAN: LEVEL 1

The Phlebotomy Technician Level 1 programme at CTS College provides students with foundational knowledge and practical understanding of phlebotomy within healthcare settings. Participants explore the history and development of phlebotomy, infection control, legal and ethical considerations, and basic human anatomy and physiology. The course emphasises safe practices, quality assurance, and professional communication. Upon completion, students are prepared to progress to Level 2 and earn recognised certifications that enhance their employability and readiness for further professional development in the medical field.

COURSE CONTENT

- Introduction to Phlebotomy
- Phlebotomy roles and responsibilities
- Legal and ethical considerations
- Infection control and safety precautions
- Quality assurance and control
- Communication and professionalism in healthcare
- Medical terminology
- Human anatomy and physiology overview
- Circulatory system and blood functions
- Homeostasis and coagulation

TARGET AUDIENCE

- Aspiring Phlebotomy Technicians
- Healthcare support staff
- Individuals pursuing medical certification
- Students entering the medical field
- Professionals seeking foundational phlebotomy skills

BENEFITS

- Earn CTS College Level 1 Phlebotomy Earn CTS College Level 1 Phlebotomy Certificate
- Gain ECSI Blood borne & Airborne Pathogens certification
- Learn legal, ethical, and safety standards
- Understand basic anatomy and physiology
- Prepare for Level 2 and career progression

ENTRY REQUIREMENTS

Completion of the CTS College Phlebotomy Technician Bridging programme OR

3 CSEC / CXC / GCE O'Level subjects, inclusive of Mathematics, English A and a science subject (preferably Human and Social Biology or Biology)

Visit Programme Page →

CTS College Professional Development Certification Programme

PHLEBOTOMY TECHNICIAN: LEVEL 2

The Phlebotomy Technician Level 2 programme at CTS College builds on foundational knowledge, focusing on advanced blood collection techniques and hands-on skill development. Participants will gain practical experience in venipuncture, special collection methods, point-of-care testing, and handling non-blood specimens. The course emphasizes preanalytical considerations, patient safety, and laboratory procedures to ensure competence in clinical settings. Upon completion, students are prepared for professional practice in phlebotomy and related medical roles, with certifications that enhance employability and career progression.

COURSE CONTENT

- Blood collection procedures and venipuncture techniques
- Preanalytical considerations and patient safety
- Capillary and arterial puncture procedures
- Special collection methods and point-of-care testing

- Non-blood specimen collection and handling
- Healthcare computerization
- Practical applications and hands-on training

TARGET AUDIENCE

- Aspiring Phlebotomy Technicians
- Medical and healthcare professionals seeking certification
- Individuals aiming for advanced phlebotomy skills
- Healthcare workers seeking career development

BENEFITS

- Earn accredited Level 2 Phlebotomy Certificate
- Gain ECSI First Aid, CPR & AED certification
- Develop advanced blood collection skills
- Apply proper specimen handling techniques
- Prepare for professional phlebotomy practice

ENTRY REQUIREMENTS

Completion of the CTS College Phlebotomy Technician Level 1 programme

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CTS College Professional Development Certification Programme

PRINCIPLES OF PROCUREMENT AND SUPPLY

The Principles of Procurement and Supply course at CTS College introduces participants to the pivotal role procurement and supply play in organizational success. Covering key concepts, ethics, sustainability, risk management, and contract handling, the course equips learners with the knowledge to manage procurement processes efficiently. Participants will explore practical strategies for supplier selection, negotiation, tenders, and performance measurement. By the end, students will understand how to add value, ensure operational efficiency, and make informed procurement decisions that positively impact business outcomes.

COURSE CONTENT

- Introduction to procurement and supply chain management
- Ethics and ethical sourcing in procurement
- Sustainability and corporate social responsibility
- The five rights of procurement
- Adding value through procurement
- The sixth right: supplier selection and negotiation
- Risk management principles for procurement professionals
- Introduction to contracts and contract management
- Tender processes and methodologies
- Measuring supplier performance

TARGET AUDIENCE

- Procurement and supply personnel
- Small business owners
- Entrepreneurs starting a company
- Individuals seeking procurement knowledge
- Professionals managing logistics functions

BENEFITS

- Understand procurement and supply
- Apply ethical and sustainable practices
- Develop negotiation and supplier management skills
- Manage procurement contracts effectively
- Enhance employability

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

PROCUREMENT AI

The Procurement AI course at CTS College equips participants with the knowledge and skills to integrate artificial intelligence into procurement processes. Covering automation, data-driven decision-making, supplier management, and ethical considerations, the course demonstrates how AI enhances efficiency and strategic impact. Participants will explore tools like ChatGPT to streamline tasks, analyse procurement data, and optimise supplier selection. By combining theory with practical applications, the course prepares learners to stay competitive, lead digital transformation, and apply AI responsibly across public and private procurement environments.

COURSE CONTENT

- Introduction to artificial intelligence and key AI tools
- Overview of procurement and the procurement cycle
- Using AI chatbots in procurement
- Practical applications of ChatGPT for procurement tasks
- Ethical implications of AI adoption

TARGET AUDIENCE

- Corporate and operational managers
- Government and non-government professionals
- Legal, logistics, and negotiation specialists
- Health, safety, and environmental professionals
- Military or para-military operatives

BENEFITS

- Automate and streamline procurement
- Make data-driven decisions and forecasts
- Enhance supplier management
- Gain a competitive advantage with AI solutions
- Mitigate risks and improve supply chain resilience

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

PROCUREMENT FRAUD

The Procurement Fraud course at CTS College focuses on identifying, preventing, and combating fraudulent activities in procurement. Recognising that corruption can occur at multiple stages of the procurement and tender cycle, this course equips participants with practical knowledge to safeguard organisations. Learners will explore the long-term consequences of unethical practices, understand warning signs of fraud, and develop strategies to implement anti-fraud measures. By combining theory and applied techniques, participants will enhance organisational integrity, reduce financial risk, and promote ethical procurement practices.

COURSE CONTENT

- Introduction to procurement and the procurement cycle
- Ethics in procurement
- Procurement methods and instruments
- Corruption: bribery, kickbacks, conflicts of interest
- Supplier corruption and indicators
- Employee and supplier collusion
- Procurement fraud without competition
- Fraud during contract performance
- Supplier management and contract risk
- Detection, prevention, and investigation of procurement fraud

TARGET AUDIENCE

- Procurement and supply chain professionals
- Corporate and business unit managers
- Individuals preventing procurement fraud
- Persons protecting organisational integrity
- Professionals pursuing CIPS qualifications

BENEFITS

- Identify procurement fraud schemes
- Implement anti-fraud strategies
- Enhance ethical decision-making in procurement
- Support compliance with CIPS standards
- Reduce organisational financial and reputational risk

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

PROJECT MANAGEMENT PROFESSIONAL (PMP)

The Project Management Professional (PMP®) course at CTS College provides comprehensive training in project management principles aligned with PMI standards. Participants learn to lead teams, manage resources, and deliver projects efficiently within complex organisational and business environments. The course covers planning, execution, risk management, stakeholder engagement, and compliance. Learners will develop practical skills to handle challenges, drive project success, and achieve organisational objectives. It also prepares participants to confidently sit for the PMP® exam and apply project management in real-world scenarios.

COURSE CONTENT

- Manage conflict and lead teams
- Support and empower team performance
- Plan and manage scope, schedule, and budget
- Execute projects and manage changes
- Engage and collaborate with stakeholders
- Manage quality and project artefacts
- Plan and manage procurement
- Apply project methodologies
- Evaluate project benefits and business environment
- Support organisational change

TARGET AUDIENCE

- Executive Managers, Program Managers & Planners
- Project Managers and Team Members
- Operations and Technical Managers
- Business Analysts and Business Managers
- Professionals seeking global project management certification

BENEFITS

- Pass the PMP® exam on first attempt
- Master project management principles and processes
- Enhance team leadership and stakeholder collaboration
- Manage projects efficiently across complex environments

ENTRY REQUIREMENTS

To qualify for the PMP® exam with PMI, candidates with a four-year college or university degree must have 36 months of project leadership experience within the past eight years and 35 hours of project management education or a CAPM® Certification. Alternatively, candidates with a high school diploma, secondary school diploma, or associate's degree (or global equivalent) must have 60 months of project leadership experience within the past eight years and 35 hours of project management education or a CAPM® Certification.

Visit Programme Page →

CTS College Professional Development Certification Programme

STRATEGIC LEADERSHIP

The Strategy Leadership course at CTS College equips professionals to lead with vision and strategic insight in today's complex business environment. Participants will explore leadership beyond daily management, focusing on motivating teams, enhancing productivity, and fostering innovation. The course combines theory with practical exercises to develop foresight, decision-making, and change management skills. Learners will cultivate executive presence, build high-performing teams, and implement strategies that ensure both immediate results and long-term organisational success. This prepares leaders to drive sustainable growth and influence organisational outcomes effectively.

COURSE CONTENT

- Leadership concepts, theories, and evolution
- Leadership vs management
- Gender and leadership considerations
- Executive presence: communication, style, gravitas
- Roles of a strategic leader: business partner, change agent, team builder
- Employee advocacy and development
- Performance and crisis management
- Leading with emotional, intellectual, and spiritual intelligence
- Developing a personal leadership brand
- Strategic decision-making and innovation

TARGET AUDIENCE

- Executives
- Managers and supervisors
- Upcoming managers
- Aspiring leaders
- Professionals seeking strategic leadership skills

BENEFITS

- Understand modern leadership in practice
- Drive organisational results and impact
- Lead with emotional, intellectual, and spiritual intelligence
- Build a personal leadership brand
- Enhance team performance and innovation

ENTRY REQUIREMENTS

The following are the recommended entry requirements for this course: a commitment to professional transformation and a basic understanding of business and/or management

Visit Programme Page →

CTS College Professional Development Certification Programme

SUPERVISORY MANAGEMENT

The Supervisory Management course at CTS College prepares individuals to excel as effective supervisors and managers. Focusing on both leadership theory and practical application, the program covers key areas such as team motivation, communication, and conflict resolution. Participants develop their unique leadership style while gaining hands-on experience in real-world scenarios. The course empowers attendees to lead with authenticity, manage workplace challenges efficiently, and enhance team performance. Graduates will be equipped to drive productivity, foster positive work environments, and achieve organisational success.

COURSE CONTENT

- Management and leadership skills
- Effective communication
- Motivating and building teams
- Delegation and productivity
- Conflict resolution
- Conducting effective meetings
- Time management
- Stress and anger management
- Problem solving and decision-making
- Change management

TARGET AUDIENCE

- Supervisors
- Managers
- Persons in a leadership role
- Persons seeking career advancement / supervisory roles

BENEFITS

- Communicate better
- Build competence and productivity
- Preserve performance and relationships
- Be more productive
- Make better decisions

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Professional Development Certification Programme

TRAIN THE TRAINER

The Train the Trainer course at CTS College equips participants to become skilled trainers, presenters, and facilitators within their organisations. Covering key areas such as learning theories, audience analysis, motivation, and cognitive load, the program balances theory with practical application. Participants develop effective lesson plans, training objectives, and evaluations while mastering communication skills across verbal, non-verbal, and visual methods. The course also prepares trainers for hybrid learning environments, ensuring they can deliver impactful, engaging, and adaptable training in today's dynamic professional landscape.

COURSE CONTENT

- Needs analysis and understanding the audience
- Effective presentation and communication skills
- Lesson planning and objective writing
- Nine Events of Instruction
- Evaluation and assessment methods
- Micro-teach presentation

TARGET AUDIENCE

- Aspiring or experienced trainers and facilitators
- First-time speakers
- Individuals developing training skills
- Corporate trainers
- Professionals seeking instructional expertise

BENEFITS

- Conduct needs assessments
- Design effective training objectives
- Apply adult learning and motivational principles
- Enhance audience engagement
- Create impactful evaluations

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

DO-IT-YOURSELF (DIY) COURSES

Unleash your creativity and gain practical independence with our Do-It-Yourself (DIY) courses. Designed for homeowners, hobbyists, aspiring makers and entrepreneurs, our hands-on workshops teach you the essential skills for home repairs, basic craftsmanship, and creative projects. Learn to build, fix, and create with confidence, saving money and adding a personal touch to your space.

CTS College Do-It-Yourself (DIY) Certification Programme

THE ART OF CANDLE MAKING

The Art of Candle Making course at CTS College is a hands-on workshop designed for anyone eager to explore the creative and entrepreneurial side of candle crafting. This one-day program introduces participants to the fundamentals of candle making, from types of candles and waxes to essential tools, scents, and techniques. With practical guidance, attendees learn how to safely create and package unique candles while exploring opportunities for business ventures. Ideal for beginners, hobbyists, or aspiring entrepreneurs, the course blends creativity with practical business skills.

COURSE CONTENT

- History and types of candles
- Waxes, wicks, and their uses
- Tools, equipment, and raw materials
- Mixing waxes and fragrances
- Scent amplification techniques
- Making container candles and wax melts
- Safety guidelines and material storage
- Packaging, labelling, and pricing
- Starting a candle-making business

TARGET AUDIENCE

- Individuals interested in candle crafting
- Those seeking a new creative skill
- Aspiring entrepreneurs or hobbyists
- Persons looking for extra income

BENEFITS

- Learn candle-making techniques
- Understand waxes, wicks, and fragrances
- Gain hands-on practical skills
- Create unique, signature candles
- Explore business opportunities

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE ART OF COOKIE DECORATING

The Art of Cookie Decorating course at CTS College offers a creative and hands-on introduction to transforming cookies into edible works of art. This workshop equips participants with the skills to craft beautifully decorated cookies for personal enjoyment, special occasions, or entrepreneurial ventures. Guided by Pastry Chef and Cake Designer Melanie of Melrose Cakes, the program emphasizes techniques in icing, design, and presentation. Perfect for beginners, hobbyists, or aspiring cookie artists, it combines creativity, skill-building, and business insight in a fun and engaging setting.

COURSE CONTENT

- Making cookie icing
- Achieving proper icing consistency
- Colouring and blending icing
- Decorating techniques (wet on wet, marbling, borders)
- Creating icing embellishments and transfers
- Introduction to monogram cookies
- Drying and storage techniques
- Packaging and pricing cookies
- Cookie dough demonstration
- Designing and decorating themed cookie sets

TARGET AUDIENCE

- Aspiring cookie decorators
- Amateur bakers seeking new skills
- Entrepreneurs and home-business starters
- DIY and creative enthusiasts
- Persons interested in a marketable craft

BENEFITS

- Master icing techniques
- Bake and prepare cookie dough
- Create themed cookie designs
- Store and preserve cookies properly
- Package and price products effectively

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE ART OF COOKING

The Art of Cooking course at CTS College invites you on a culinary journey into the world of international cuisine. Designed for hobbyists, aspiring chefs, and food enthusiasts, this workshop equips participants with essential cooking skills and global culinary techniques. Led by Chef Jalon Ramkissoon, the program blends theory with hands-on practice, focusing on kitchen management, food preparation, and presentation. Whether for personal growth, business, or professional pursuits, this course provides the foundation to recreate flavourful dishes and explore diverse cuisines with confidence and creativity.

COURSE CONTENT

- Kitchen management and menu planning
- Production scheduling and time efficiency
- Safe food handling practices
- Knife handling and butchery skills
- Cooking methods (sautéing, braising, poaching, frying, wok cookery)

- Preparing sauces and achieving consistency
- Meal packaging and presentation
- Care and maintenance of tools and equipment
- Weekly international cuisine menu preparation
- Vegetable and meat cookery

TARGET AUDIENCE

- Aspiring chefs
- Home-based business starters
- Entrepreneurs in the food industry
- Amateur cooks seeking new techniques
- DIY and culinary enthusiasts

BENEFITS

- Master international cuisines
- Apply diverse cooking methods
- Follow and adapt recipes
- Enhance kitchen time management
- Present meals professionally

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE ART OF SOAP MAKING

The Art of Soap Making course at CTS College introduces participants to the creative and practical process of crafting handmade soap. Covering cold process, hot process, and melt-and-pour methods, the course explores ingredient selection, blending techniques, and safe handling practices. Learners will gain hands-on experience designing soaps with natural additives, essential oils, and colorants, while mastering troubleshooting and packaging skills. With a focus on creativity, safety, and sustainability, this program equips participants to make high-quality, personalised soaps for personal use, gifting, or business ventures.

COURSE CONTENT

- Introduction to soap ingredients and their properties
- Safe handling of lye and other materials
- Cold process, hot process, and melt-and-pour methods
- Fragrance, colorants, and natural additives
- Soap design techniques (swirls, layers)
- Troubleshooting common soap-making issues
- Packaging, storage, and curing methods
- Basics of marketing and selling handmade soaps

TARGET AUDIENCE

- Aspiring entrepreneurs and business owners
- Persons seeking a new creative skill
- Homemakers interested in natural products
- Eco-conscious individuals promoting sustainability

BENEFITS

- Save money with quality handmade soaps
- Create personalised gifts for any occasion
- Develop skills for self-employment
- Use natural and organic ingredients
- Produce eco-friendly, chemical-free products

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

BALLOON DECORATION

The Balloon Decoration course at CTS College introduces participants to the creative art of transforming spaces with balloons for any occasion. This hands-on program covers essential techniques such as inflating, pairing, and colour coordination, while guiding learners through designing pillars, arches, and unique arrangements. With practical instruction and step-by-step demonstrations, students gain the confidence to craft eye-catching balloon displays. Ideal for aspiring balloonists, event planners, or hobbyists, the course provides both skill and inspiration to create festive, professional-quality decorations.

COURSE CONTENT

- Understanding templates and their uses
- Balloon inflating techniques (air and helium)
- Tying, pairing, and colour coordination
- Creating balloon clusters
- Designing spiral pillars
- Constructing arches with the ABC approach
- Exploring styles for special events

TARGET AUDIENCE

- Individuals interested in learning a creative skill
- Aspiring professional balloon decorators
- Event planners or those in event management
- Hobbyists interested in festive design

BENEFITS

- Learn to design templates for decorations
- Create professional centerpieces
- Build spiral pillars and arches
- Craft decorative bunches and sunflowers
- Master helium balloon effects

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE FUNDAMENTALS OF AIR CONDITIONING

The Fundamentals of Air Conditioning course at CTS College equips participants with the essential knowledge to handle basic AC installation, operation, and maintenance. Designed with practicality in mind, the program empowers individuals to reduce service costs and resolve minor issues independently. Participants will gain hands-on experience in troubleshooting, cleaning, and maintaining units, while learning the functions of key components. Whether for personal use, supervision, or entrepreneurial ventures, this course ensures confidence in managing air conditioning systems effectively and efficiently.

COURSE CONTENT

- Installing an AC unit
- AC wiring and circuits
- Connecting evaporator and condenser units
- Gassing up an AC system
- Checking compressors and capacitors
- Basic troubleshooting techniques
- Testing voltage, controls, and components
- General tools for AC maintenance

TARGET AUDIENCE

- Homeowners
- Do-It-Yourself enthusiasts
- Contractor supervisors
- Entrepreneurs
- Individuals seeking a new skill

BENEFITS

- Learn AC and refrigeration basics
- Troubleshoot minor issues
- Service and replace filters
- Perform general maintenance
- Reduce technician costs

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE FUNDAMENTALS OF AUTO AIR CONDITIONING

The Fundamentals of Auto Air Conditioning course at CTS College provides practical training in diagnosing, repairing, and maintaining vehicle AC systems. Participants will gain hands-on experience working with test vehicles and AC trainers to build confidence in real-world applications. The program covers both mechanical and electrical aspects, ensuring students can identify cooling issues, repair components, and recharge systems effectively. By the end of the course, learners will be equipped with the skills to handle auto AC problems efficiently, saving time and money.

COURSE CONTENT

- Overview of auto AC systems
- Environmental impact of refrigerants
- Diagnosing and troubleshooting
- Repairing aluminium lines, compressors, and evaporators
- Pressure testing and refrigerant recharging
- Troubleshooting relays and electrical circuits
- Customer service skills

TARGET AUDIENCE

- Vehicle owners
- Auto mechanics
- Do-It-Yourself enthusiasts
- Entrepreneurs
- Individuals seeking a new skill

BENEFITS

- Diagnose and repair auto AC systems
- Service compressors and blower motors
- Repair aluminium lines and resistors
- Troubleshoot relays and thermostats
- Gain hands-on practical skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE FUNDAMENTALS OF ELECTRICAL INSTALLATION

The Fundamentals of Electrical Installation course at CTS College provides a practical introduction to basic electrical skills for home use. This hands-on program equips participants with the knowledge to safely perform simple installations, repairs, and maintenance tasks while also improving their ability to work alongside professional contractors. Covering essential theory, wiring techniques, and safety practices, the course builds confidence and competence. By the end, learners will be prepared to manage minor electrical tasks and create a safer home environment.

COURSE CONTENT

- Electrical theory basics
- Electrical generation and distribution
- Point of entry
- Domestic electrical building codes
- Wiring of simple circuits
- Wiring of socket outlets
- Electrical drawings/schematics
- Electrical hazards and safety
- Conduit bending and installation

TARGET AUDIENCE

- Homeowners
- Do-It-Yourself enthusiasts
- Persons supervising contractors
- Aspiring electricians
- Tradesmen expanding skills

BENEFITS

- Understand electrical theory and safety
- Learn domestic wiring codes
- Wire switches and sockets
- Identify electrical hazards
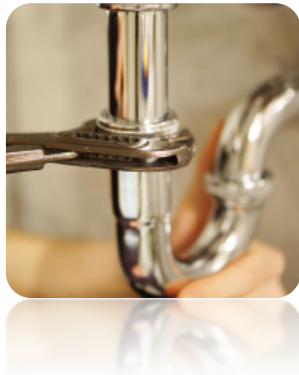- Apply safe installation techniques

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

THE FUNDAMENTALS OF PLUMBING

The Fundamentals of Plumbing course at CTS College equips participants with the essential skills to perform basic plumbing tasks confidently and safely. Designed as a practical, hands-on program, it empowers homeowners and DIY enthusiasts to manage common plumbing problems such as leaks, clogs, and fixture installations without relying heavily on contractors. The course covers key plumbing systems, safety practices, and household applications. By the end, learners will be able to complete simple plumbing projects, reduce repair costs, and ensure a more reliable home water system.

COURSE CONTENT

- Water connection from WASA mains
- Residential piping
- Water tanks and filters
- Water pumps
- Water closets and face basins
- Kitchen sinks and taps
- Shower enclosures and bath tubs
- Water heaters
- Septic tanks
- Plumbing drawings/schematics

TARGET AUDIENCE

- Homeowners
- DIY enthusiasts
- Persons supervising contractors
- Aspiring plumbers
- Persons seeking a new skill

BENEFITS

- Understand plumbing theory and safety
- Install and maintain household plumbing
- Troubleshoot basic plumbing issues
- Reduce repair and maintenance costs
- Gain practical hands-on skills

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

INTRODUCTION TO SOLAR POWER SYSTEMS

The Introduction to Solar Power Systems course at CTS College provides participants with essential training in photovoltaic (PV) system design, installation, and maintenance. With a strong focus on practical skills, the course covers system components, site analysis, safety, and regulatory compliance. Participants gain both technical knowledge and hands-on experience by assembling and testing a PV system. Beyond installation, the course explores renewable energy's role in climate change, sustainability, and emerging business opportunities, preparing learners for careers in the growing solar energy industry.

COURSE CONTENT

- Types of PV systems
- PV system installation methods
- Design and sizing of components
- Building load analysis
- Jobsite analysis
- Health and safety practices
- NEC laws and regulations
- Hands-on rooftop installation

TARGET AUDIENCE

- Aspiring solar professionals
- Current solar industry workers
- Individuals interested in renewable energy
- Professionals in engineering, manufacturing, or related sectors
- Entrepreneurs exploring solar business opportunities

BENEFITS

- Understand PV system principles and components
- Perform sizing calculations and site analysis
- Apply safety standards during installation
- Gain hands-on installation experience
- Explore career and business opportunities in solar energy
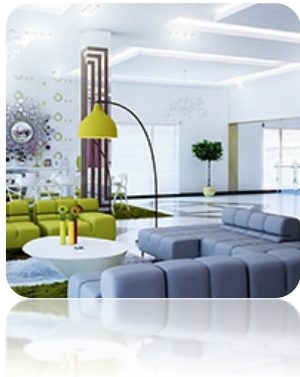
ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

MASTERING INTERIOR DECORATING

The Mastering Interior Decorating course at CTS College offers a hands-on journey into transforming living and workspaces with style and functionality. Participants learn how to achieve professional, magazine-quality interiors while staying within budget. The program covers design principles, space planning, colour schemes, furniture placement, lighting, and accessories. By combining creativity with practical techniques, students gain the skills needed to redesign homes or offices, enhance aesthetics, and even explore interior decorating as a career or profitable sideline.

COURSE CONTENT

- Major interior design styles
- Design elements and principles
- Wall coverings and interior lighting
- Furniture selection and placement
- Artwork and fixture usage
- Space planning and layout
- Colour schemes
- Flooring and window treatments
- Accessorising

TARGET AUDIENCE

- Persons desirous of learning a new skill
- Homeowners enhancing their living spaces
- Business owners wanting professional-looking workspaces
- Do-It-Yourself enthusiasts
- Entrepreneurs exploring interior decorating

BENEFITS

- Master design principles and techniques
- Redesign spaces affordably and stylishly
- Personalize living or work areas
- Enhance aesthetics and functionality
- Pursue interior decorating as a career or business

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

PAPER FLOWER CRAFTING

The Paper Flower Crafting course at CTS College offers a creative and practical approach to designing elegant, cost-effective decorations. Participants will learn to transform simple paper into stunning flowers suitable for events, photo backdrops, or home décor. The course combines artistic techniques with hands-on practice, teaching students to design, colour, assemble, and display paper flowers professionally. By the end of the program, participants will gain the confidence and skills to create sophisticated floral arrangements and explore opportunities in event decoration or craft entrepreneurship.

COURSE CONTENT

- Using templates for over six flower types
- Paper selection, cutting methods, and adhesives
- Designing and transferring patterns to paper
- Creating custom templates
- Colour coordination and planning flower sets
- Making stamens, leaves, and embellishments
- Attaching and displaying crafted flowers
- Pricing and storage of paper flowers

TARGET AUDIENCE

- Persons seeking a marketable and creative skill
- Event decorators and backdrop designers
- Do-It-Yourself enthusiasts and craft lovers
- Aspiring Paper Flower Artists
- Individuals in events management

BENEFITS

- Select appropriate paper and materials
- Cut and assemble petals and leaves
- Create six or more flower types
- Design and display finished flowers aesthetically
- Price completed paper flower products

ENTRY REQUIREMENTS

No prior experience or qualifications are required for enrolment in this course – all are welcome to join and learn.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

SMARTPHONE AND TABLET REPAIRS COURSE

The Smartphone and Tablet Repairs Course at CTS College is a hands-on program designed to equip participants with essential skills to repair and maintain mobile devices. With smartphones and tablets being an integral part of daily life, this course covers both hardware and software troubleshooting, component replacement, and preventive maintenance. Participants will gain practical experience in diagnosing issues, handling physical and liquid damage, and performing software solutions. This course is ideal for aspiring repair professionals or anyone seeking to develop technical expertise in mobile device maintenance.

COURSE CONTENT

- Introduction to smartphone repairs
- Replacing broken glass digitizers
- Replacing broken LCDs
- Repairing data/charging ports
- Replacing headset jack and Wi-Fi flex cables
- Unlocking network and security solutions
- Changing home button and ear speaker
- Detecting physical and liquid damage on PCBs
- Data transfer and recovery

TARGET AUDIENCE

- Individuals seeking a career in mobile repairs
- Aspiring mobile repair business owners
- Enthusiasts wanting to understand smartphone and tablet repairs

BENEFITS

- Identify device hardware
- Disassemble/reassemble mobile devices
- Troubleshoot hardware/software issues
- Perform basic board repairs
- Understand software repairs and OS differences

ENTRY REQUIREMENTS

Participants should have basic to intermediate computer skills and a creative mind-set. A strong interest and willingness to learn about smartphones and mobile devices is also recommended.

Visit Programme Page →

CTS College Do-It-Yourself (DIY) Certification Programme

WIREMANS LICENSE EXAMINATION PREPARATION

The Wireman's License Examination Preparation course at CTS College is a focused program designed to prepare participants for the Electrical Wireman Exam. The course bridges theory and practical application, covering low-voltage installation standards, load calculations, and system design. Participants will gain hands-on experience with wiring, protection devices, grounding, and transformers while becoming familiar with key local codes such as TTS 171: PART 1 - 2015 and T&TEC Wiring for Light & Power. This program is ideal for electricians and engineers seeking to excel in licensing exams.

COURSE CONTENT

- Domestic, commercial, and industrial wiring
- Local codes and standards
- Low voltage system planning
- Single/three-phase calculations
- Cable types and sizing
- Conduits, feeders, sub-circuits
- Grounding, bonding, transformers, generators
- Load calculation and inspection
- Electrical safety

TARGET AUDIENCE

- Experienced electricians (21+ years, ≥3 yrs)
- Electrical or Mechanical Engineers
- Maintenance Managers
- Electrical graduates (UTT/UWI)
- Contractors, Supervisors, Foremen

BENEFITS

- Prepared to write the Wireman's License Exam
- Understand low-voltage wiring standards and codes
- Perform load calculations and system inspections
- Apply grounding

ENTRY REQUIREMENTS

Participants should be practicing electricians over 21 with ≥3 years' experience, or hold a diploma in Electrical Installation (City & Guilds or NEC), or a degree in Electrical Engineering.

Visit Programme Page →

MORE THAN CORPORATE TRAINING

Beyond our certification courses, CTS College provides a complete
educational pathway, from Nursery to Master's degrees.
Explore the links below to discover our full range of programmes.

PRIVATE SCHOOL

Nursery »

Daycare »

Preschool (Online or Physical) »

Primary School (Online or Physical) »

Secondary School (Online or Physical) »

Canadian High School Diploma (Online »

ABE DIPLOMAS

ABE - Business Management »

ABE - Human Resource Management »

ABE - Marketing Management »

CIPS CERTIFICATIONS & DIPLOMAS

CIPS Level 3: Advanced Certificate »

CIPS Level 4: Diploma »

CIPS Level 5: Advanced Diploma »

CIPS Level 6: Professional Diploma »

BACHELORS' DEGREES

BA - Business Administration »

BSc - Information Technology »

MASTER'S DEGREE

Master of Business Administration »

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