



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: OCCUPATIONAL HEALTH AND SAFETY

Modality: Online

Instruction days: Tuesday and Thursday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Occupational Health and Safety

Course Description

This course introduces students to the fundamentals of workplace safety and health. Upon successful completion, participants will be able to contribute significantly to ensuring that work activities are done safely and within a safe environment.

Course Rationale

This course will sensitize participants to the critical importance of workplace safety and health and equip them with the required tools to make the workplace safer for everyone. Consequently, they will be able to contribute to the well-being of the human resource and the business as a whole, leading to more productive organizations and happier employees.

Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Explain the evolution of workplace safety culture.
2. Explain and apply the fundamental concepts of workplace safety & health.
3. Make decisions regarding the correct selection and use of personal and group protective equipment.
4. Evaluate a work area and its activities and make recommendations to mitigate the risks of incidents, accidents and illnesses.
5. Implement the work permit system.
6. Perform risk assessments.
7. Apply the concepts of fire extinguishment theory.
8. Explain the basics of safety and health laws within the context of St Vincent and the
9. Grenadines.

Core Content

- Introduction to workplace safety and health.
- Basic concepts of work safety and health.
- Personal and group protection equipment.



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- Accidents and incidents.
- Work permits
- Work risk analysis.
- Fire prevention and protection.

Who should take this course?

- Employees across all sectors
- Managers and supervisors
- Human resource professionals
- Trade union representatives
- School safety officer
- Anyone interested in workplace safety



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FEBRUARY – APRIL 2025 CYCLE

COURSE: ACCOMMODATION

Modality: Blended (Online and face-to-face)

Instruction days: Tuesdays and Thursday

Location: Hospitality and Maritime Training Institute (HMTI), Diamond

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Accommodation Theory and Practice.

Course Description

This course provides a comprehensive overview of the accommodation sector, focusing on the relationship between the rooms division and other departments within lodging operations. Participants will explore key aspects of professional accommodation administration, including room division management, revenue management, security operations, maintenance, and distribution channels, combining theoretical knowledge with practical application.

Learning Outcomes

Upon successful completion of this course, learners will:

1. Describe the components of the system of accommodation
2. State and describe the parts which are integral to the building and analyze how the component achieves its goal of being an overall sound, aesthetically appealing, subsystem
3. Describe and analyze the accommodation services
4. Analyze how staffing must be integrated within the entire management of the accommodation process
5. Discuss materials management and analyze systems implemented to control the movement of resources
6. Discuss standards and analyze the concept of quality in relation to productivity

General Objectives

This course is designed to:

1. Assess the role and importance of the Rooms Division function within the Hospitality Industry.
2. Provide the student with a foundation of knowledge and skills applicable to the Front Office and Housekeeping functions within a variety of hotel and catering settings.
3. Develop attitudes to quality and value with respect to people, management and customer care.



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4. Familiarize students with revenue and profit management techniques related to Rooms Division operation.
5. Explore the role of the Rooms Division from a management perspective and examine the interrelationship with other management functions.
6. Familiarize students with Rooms Division Operations within a particular hospitality context from an operational, supervisory and managerial perspective.
7. Enable students to compare and contrast a range of Rooms Division operating systems.
8. Develop attitudes to quality and value with respect to people, management and customer care.

Who should do this course?

- Anyone operating or seeking to operate a guest house, Air BnB etc.
- Anyone aspiring to enter the hospitality industry, in the areas of housekeeping, room management etc.
- Anyone working in the hospitality sector without formal training.



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: BAR OPERATIONS

Modality: Face-to-face

Instruction days: Tuesdays and Thursday

Location: Hospitality and Maritime Training Institute (HMTI), Diamond

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Bar Operations

Course Description

This course will introduce students to techniques in the serving of beverages. Beverage operations with emphasis on management and operational controls will be examined.

General Objectives

This course is designed to:

1. Equip the student with the background and service of non-alcoholic and alcoholic drinks, including a variety of wines suitable for service in a variety of settings.
2. Enable the student to take a responsible approach to the serving of alcoholic beverages.
3. Develop attitudes to quality and value with respect to people, management and customer care.

Learning Outcomes

Upon successful completion of this course, the learner will:

1. Identify the fundamentals of a beverage operation inclusive of physical components.
2. Demonstrate sales techniques.
3. Prepare beverages and perform beverage service.
4. Describe major characteristics of alcoholic products and non-alcoholic beverages.
5. Discuss local legislation relating to the sale of alcoholic beverages.

Who should take this course?

- Events and hospitality planners/ organizers
- Aspiring bar and restaurant workers
- Entrepreneurs who wish to operate in the bar business
- Anyone who wants to expand their knowledge of bar operations



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: EVENTS AND CONFERENCE MANAGEMENT

Modality: Online

Instruction days: Tuesdays and Thursday

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Events and Conference Management

Course Description:

This course introduces the learner to the methods and techniques utilized in planning, organizing, promoting and delivering major events.

General Objectives

This course is designed to:

1. Provide an opportunity for the student to develop flexibility and inventiveness in the provision of event services.
2. Develop within the student the capacity to learn by observing and interpreting current industrial practices.
3. Develop positive attitudes toward quality control systems.
4. Recognize the importance of implementing dynamic marketing strategies in events management.
5. Enable the student to utilize supervisory skills previously acquired to develop human resource management, negotiation and project skills.
6. Develop attitudes to quality and value with respect to people, management and customer care.

Learning Outcomes

Upon successful completion of this course, the learner will:

1. Analyze a specific event.
2. Prepare a conference/events plan.
3. Analyze the resource components required for a given event including physical and human resources.
4. Apply appropriate management skills and techniques as it relates to the planning, organizing and production of an event.
5. Apply relevant budget, costing, control and pricing techniques to an event to achieve predetermined financial targets.



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6. Analyze marketing requirements for an event.

Who should take this course?

- Corporate and public sector professionals
- Aspiring event managers
- Hospitality and Tourism professionals
- Small business owners and entrepreneurs
- Nonprofit and NGO staff
- Anyone seeking to gain knowledge in events and conference management



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE: BAKING TECHNOLOGY - PASTRY MAKING

Modality: Face-to-face

Instruction days: Tuesdays and Thursday

Location: Hospitality and Maritime Training Institute (HMTI), Diamond

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Baking Technology - Pastry Making

Course Description

This course equips students with fundamental pastry-making techniques, emphasizing practical skills within the patisserie department. Students will explore traditional and continental specialties suitable for fine dining and commercial outlets while developing advanced baking techniques.

This course is designed to:

1. Provide practical competence in students whilst introducing new skills within the patisserie department.
2. Develop an awareness of safe working environments and monitoring of safe practices.
3. Enable participants to critically assess products, taking into account design, colour, flavour and portion control.
4. Familiarize students with current food legislation affecting the production and storage of products.
5. Introduce students to classical, non-classical and continental specialties suitable for different food outlets.
6. Encourage students to produce goods of high quality and be able to relate their choice of raw materials to an optimum profit making context.
7. Demonstrate and organize controlled hygienic work situations.
8. Develop the necessary skills and attitudes to adapt to the dynamic nature of patisserie.
9. Prepare students for industry/industrial release and career progression.

Learning Outcomes

Upon successful completion of this course, the learner will:

1. Prepare advanced baking products.
2. Identify and select appropriate equipment for the production of baked goods.
3. Demonstrate baking techniques utilizing safe and hygienic working practices.



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4. Demonstrate the necessary skills and attitudes to adapt to the dynamic nature of patisserie.
5. Outline food legislation affecting the production and storage of products.
6. Apply knowledge of pastry technology and basic techniques in pastry making.
7. Apply the fundamentals of pastry making to the preparation of a variety of products.
8. Demonstrate and care for equipment typically found in the bake shop or baking area.

Who should take this course?

- Anyone seeking to gain knowledge and certification in pastry making



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: STRATEGIC MANAGEMENT FOR SMALL BUSINESS SUCCESS

Modality: Online

Instruction days: Monday and Wednesday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Strategic Management for Small Business Success

Course Description

This course helps students to view the organization as a unitary whole that exists in an environment. Emphasis will be placed on objective setting, environmental analysis (including IFE and EFE Matrices and SWOT analysis), strategy formulation, implementation, and evaluation and control.

Learning Outcomes

At the end of this course, participants will be able to:

1. Perform a situational analysis for an organization.
2. Explain the steps in the strategy formulation process.
3. Describe the components of the strategic plan.
4. Develop a strategic plan for an organization.
5. Appreciate the need for organizations to do strategic planning.
6. Develop the ability to deal effectively and efficiently with unstructured business situations.

Who should do this course?

- Any who is seeking knowledge on strategic management in business
- Entrepreneurs
- Employees in a business seeking promotion to a managerial position



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: LAW OFFICE MANAGEMENT

Modality: Online

Instruction days: Monday and Wednesday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Law Office Management

Course Overview

This course introduces participants to the general management principles of a Law firm/office inclusive of the basic hierarchy structure of Law firms of various sizes, inherent management systems, basic accounting, legal ethics and professional responsibility of both Lawyers and Paralegals.

Who should take this course?

Anyone working in or aspiring to work in a law office or a legal department.



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: FINANCIAL MANAGEMENT FOR BUSINESS SUCCESS

Modality: Online

Instruction days: Tuesday and Thursday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Financial Management

Course Description

This is an introductory course in Financial Management concepts. It exposes students to the techniques of financial planning, control, analysis, investing and financial decision making.

Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. Understand the Fundamentals of Financial Management
2. Develop Skills in Financial Planning and Control
3. Explore Sources of Business Finance
4. Gain Expertise in Working Capital Management
5. Perform Financial Statement Analysis
6. Understand Risk and Return Principles
7. Calculate and Evaluate Cost of Capital
8. Apply the Concept of Time Value of Money
9. Evaluate Investment Opportunities
10. Understand Dividend Policy and its Impact

Who should do this course?

- Any who is seeking knowledge about financial management
- Entrepreneurs
- Middle managers of business without a finance background



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: MOSAIC ART

Modality: Face-to-face

Location: Division of Nursing Education Largo Height

Instruction days: Tuesday and Thursday

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Mosaic Art

Course Description

This 10-week course is an introduction to the art and craft of mosaics. It covers the historical context, materials, techniques, and practical applications of mosaic art. Students will gain both theoretical knowledge and hands-on experience, creating their own mosaic artworks by the end of the course. The course will culminate in a final project and exhibition showcasing student work.

Course Objectives:

1. **Historical Understanding:** Develop an understanding of the historical and cultural significance of mosaic art across different civilizations and time periods.
2. **Material Mastery:** Gain proficiency in using various materials and tools associated with mosaic creation.
3. **Design Skills:** Learn and apply design principles specific to mosaic art, including colour theory, composition, and pattern creation.
4. **Technical Skills:** Master basic and advanced mosaic techniques, including direct and indirect methods, as well as contemporary practices.
5. **Practical Application:** Apply learned skills to create individual and collaborative mosaic projects.

Who should take this course?

- DIY enthusiast
- Tilers
- Any with a passion for arts and craft



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COURSE NAME: GENERAL HOME CARE

Modality: Blended (Online and Face-to-face)

Location: Division of Nursing Education Largo Height

Instruction days: Tuesday and Thursday

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$1000.00

Duration: 12 weeks

Certificate to be awarded: SVGCC Certificate of Completion in General Home Care: Elderly and Children

Course Description

This course explores the unique needs of individuals at key stages of life and will teach participants to identify and address factors interfering with these needs, using the nursing process and evidence-based interventions. The course emphasizes health restoration, self-care development, and the utilization of community resources to support individuals and families.

Learning Outcomes:

By the end of this course, students will be able to:

1. Assess and manage basic need interferences in diverse age groups.
2. Apply the nursing process to promote health and well-being.
3. Demonstrate critical skills, including growth assessment, vital sign measurement, and care procedures tailored to various life stages.
4. Incorporate ethical decision-making and health education strategies in care delivery.

Skills to be acquired:

- Conduct a normal needs assessment of the elderly
- Assessing the elderly for Alzheimer's, Dementia, Parkinsonism
- Assessing the stages of decubitus ulcers (bedsores)
- Assessment of growth and development: infant, children, adolescents
- Use of growth charts
- Infant feeding
- Bathing and grooming of infants, children and adults
- Measuring vital signs (temperature, pulse, respiration, blood pressure) of infants, children and adults
- Temperature reducing measures
- Communication
- Hand washing techniques



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- Meal preparation for different age groups
- Lifting and turning techniques

Who should take this course: Anyone interested in caring for the elderly, persons with disabilities, children and providing general home care.