

THE COLLEGE OF THE BAHAMAS
CENTRE FOR CONTINUING EDUCATION & EXTENSION SERVICES

CAREER INSTITUTE PROGRAMMES 2010/2011

Are you interested in starting a new career? Would you like to become a Dental Assistant Therapist, Event Planner or Computer Technician? The Centre for Continuing Education and Extension Services, Career Institute offers programmes in these creative careers and others.

- ◆ Dental Assistant Programme
- ◆ Computer Systems Technician Programme
- ◆ Medical Secretary's Programme
- ◆ Medical Billing & Coding Programme
- ◆ Wedding & Event Planning Programme



UPCOMING PROGRAMMES
 HEALTH & SAFETY IN THE
 WORKPLACE
 RECEPTION OPERATION & SERVICES
 VETERINARY ASSISTANT

DENTAL ASSISTANT

This programme provides practical training in dental care. Emphasis will be placed on basic of dental assisting, dental anatomy & physiology, dental materials, dental emergencies & CPR , dental office assisting and dental assisting in specialty. This programme comprises six modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH AND ENGLISH OR HIGH SCHOOL DIPLOMA

FALL 2010		SPRING 2011	
DENT 900 Basic Of Dental Assisting	\$550	DENT 902 Dental Materials	\$330
DENT 901 Dental Anatomy & Physiology	\$330	DENT 903 Dental Emergencies & CPR	\$300
SUMMER 2011			
DENT 904 Dental Office Assistant	\$330	DENT 906 Practicum	\$50
DENT 905 Dental Assisting in Specialty Practice	\$330		
TOTAL COST: \$2,220			

CLEANING TECHNICIAN

This programme provides practical training in cleaning science. Emphasis will be placed on safety at work, cleaning procedures, organization of cleaning, care of textiles and environmental requirements and opportunities. This programme comprises six modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH AND ENGLISH OR HIGH SCHOOL DIPLOMA

FALL 2010		SPRING 2011	
CLET900 Cleaning Science I	\$345	CLET901 Cleaning Science II	\$317
LABCL900 Cleaning Science I	\$200	LABCL901 Cleaning Science II	\$200
CSWP900 Safety in the Work Place			
SUMMER 2011			
INTN900 Internship	\$50	CIPD900 Career Institute Professional Development Seminar	\$300
TOTAL COST: \$1,412			

MASSAGE THERAPY ESSENTIALS PROGRAMME

This programme covers wellness education, massage theory and techniques, aromatherapy fundamentals, and hydrotherapy and reflexology. Participants are taught the skills to affect various types of massages. The programme comprises ten modules delivered over a period of 3 semesters.

PREREQUISITE: BJC MATH, ENGLISH & GENERAL SCIENCE OR HIGH SCHOOL DIPLOMA & BJC GENERAL SCIENCE

FALL 2010		SPRING 2011	
MASG900	Massage Therapy Essentials I	\$465	MASG901 Massage Therapy Essentials II \$620
MLAB900	Massage Therapy Essentials Lab	\$200	MLAB901 Massage Therapy Essentials Lab \$200
APHY900	Anatomy & Physiology	\$400	
MEDT900	Medical Terminology	\$225	
CIPD 900	Career Institute Professional Development Seminar	\$300	
TOTAL COST:\$2,410			

MEDICAL SECRETARY'S PROGRAMME

This programme emphasizes skill development in transcribing medical documents, creating and maintaining patient files, scheduling appointments, maintaining financial records and composing and processing correspondence. The programme comprises ten modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH, ENGLISH & GENERAL SCIENCE OR HIGH SCHOOL DIPLOMA & BJC GENERAL SCIENCE

FALL 2010		SPRING 2011	
MEDT900	Medical Terminology	\$225	ACCA903 Accounting for Secretaries \$265
APHY900	Anatomy & Physiology	\$400	COMP905 Microsoft Word \$200
COMP900	Keyboarding	\$200	COMP960 PowerPoint Presentations \$170
SUMMER 2011			
INTN900	Internship	\$50	CIPD900 Career Institute Professional Development Seminar \$300
MEDT901	Medical Transcription	\$420	
CPS 911	Records Management	\$260	
TOTAL COST: \$2,490			

MEDICAL BILLING & CODING PROGRAMME

This programme provides participants with the knowledge and skills to code correctly and prepare bills for healthcare organizations. The programme comprises nine modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH, ENGLISH & GENERAL SCIENCE OR HIGH SCHOOL DIPLOMA & BJC GENERAL SCIENCE

FALL 2010		SPRING 2011	
MEDT900	Medical Terminology	\$225	MEBC901 Medical Billing and Coding I \$1200
APHY900	Anatomy & Physiology	\$400	COMP901 Microsoft Word I \$ 200
COMP900	Keyboarding	\$200	
SUMMER 2011			
INTN900	Internship	\$50	
MEBC902	Medical Billing & Coding II	\$715	
TOTAL COST: \$2,990			

WEDDING & EVENT PLANNING PROGRAMME

This programme prepares participants to plan and execute a wide variety of events including, weddings, conventions and community events. The programme comprises five modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH AND ENGLISH OR HIGH SCHOOL DIPLOMA

FALL 2010		SPRING 2011	
EVNT 900	Event Planning	\$450	WEDD 900 Event Planning \$450
COMP900	Keyboarding	\$200	BUSP900 How to write a Business Plan \$370
SUMMER 2011			
CIPD900	Career Institute Professional Development Seminar	\$300	
TOTAL COST: \$1,770			

ESTHETICIAN PROGRAMME

This programme provides participants with theoretical and practical training in fundamentals of skin care. Emphasis will be placed on basic skin care regimen, facials, waxing, manicure and pedicure, make-up application and sculptured nails, this programme comprises eight modules delivered over a period of 3 semesters.

PREREQUISITES: BJC MATH AND ENGLISH OR HIGH SCHOOL DIPLOMA

FALL 2010		SPRING 2011	
SKFE900 Fundamentals of Skin Care	\$420	COSM 805 Sculpture Nails	\$400
APHY 900 Anatomy & Physiology	\$400	COSM 802 Make-up-Application	\$225
COSM 804 Manicure and Pedicure	\$225	BUSI900 How to Write A Business Plan	\$370
SUMMER 2011			
INTN900 Internship	\$50	CIPD900 Career Institute Professional Development Seminar	\$300
TOTAL COST: \$2,390			

IMPORTANT INFORMATION

ADVISEMENT & REGISTRATION SESSIONS

Please bring the following items with you to the advisement/registration session:

- **FIRST 4** pages & **BACK** page (if picture is at the back) of your Passport
- Copies of your diploma, high school transcript and certificates

Please Note:

- Tuition is charged per term; i.e. you will be billed **only** for courses offered during the **current term**
- Non-Bahamians add \$50 to each course/workshop/seminar
- At the first class, **ALL** students must submit to the **Programme Coordinator** a copy of his/her **stamped receipt** representing payment for tuition and fees for the current term

COURSE ENROLLMENT:

Once you have been issued your completed **Advisement Form** for the term, please do not delete any courses from it. Remember, all programmes are cyclic, and if you are unable to take the courses as prescribed, your completion time could be delayed as much as one full year. We encourage you to stay on track with your programme. Be sure to sign your **Programme Advisement Form** and retain a copy for your records. Please remember to keep all of your receipts.

FEES (Fee structure subject to change)

1. COB Application Fee..... \$ 40.00 (one-time fee)
2. ID Card..... \$ 25.00 (one time fee)
3. Insurance..... \$ 25.00 (valid for 1 year)

Secure Your Seat By Enrolling Today!

Call (242) 325-5714/328-0093/328-1936 or visit us on Moss Road in Oakes Field

Fees May Be Paid By Cash, Credit Card, or Bank Certified Cheque Payable To: The College of The Bahamas, Business Office
CEES Reserves The Right To Change Tuition, Fees, Course Content, Course Schedule And Course Materials

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