

THE COLLEGE OF THE BAHAMAS

CENTRE FOR CONTINUING EDUCATION AND EXTENSION SERVICES

Personal Development – Spring 012010

COURSE NO.	SECT NO.	COURSE DESCRIPTION	TIME	DAY	START	DUR	FEES
BUSINESS							
CUST900	01	SUPERIOR CUSTOMER SERVICE w/s	9:30am-4:30pm	Fri	16-Apr	1 day	\$170
BUSI906	01	INTRODUCTION TO BUSINESS II	6:00pm-9:00pm	Thur	25-Feb	10wks	\$225
COMPUTERS							
COMP930	01	WEB PAGE DESIGN W/S I	9:30am-4:30pm	Thurs/Fri	17-Mar	2 days	\$550
COMP931	01	WEB PAGE DESIGN W/S II	9:30am-4:30pm	Thurs/Fri	9-Apr	2 days	\$650
COSMETOLOGY							
COSM802	01	MAKE-UP APPLICATION	6:00pm-9:00pm	Mon	22-Feb	8wks	\$225
ENG							
ENG 900	01	EFFECTIVE WRITING SKILLS	6:00pm-9:00pm	Tue	23-Feb	10wks	\$300
DECORATING							
DECO800	01	INTERIOR DECORATING I	6:00pm-9:00pm	Tues	23-Feb	8wks	\$225
FLOR800	01	FLORAL DESIGN I	6:00pm-9:00pm	Mon	22-Feb	8wks	\$225
FLOR801	01	FLORAL DESIGN II	6:00pm-9:00pm	Mon	26-Apr	8wks	\$275
HEALTH AND FITNESS							
MASG900	01	MASSAGE THERAPY ESSENTIALS I	6:00pm-9:00pm	Thurs	18-Feb	10wks	\$465
BWAX900	01	BODYWAXING	9:30am-4:30pm	Tue/Wed	23-Feb	2 days	\$300
MEDICAL							
MEDT900	01	MEDICAL TERMINOLOGY	6:00pm-9:00pm	Wed	24-Feb	10wks	\$225
RESI911	01	RESIDENTIAL CARE GIVERS	6:00pm-8:00pm	Mon/Wed	25-Feb	10wks	\$600

ENQUIRIES: Contact the Co-ordinator at Tel: (242)325-5714 / (242)328-0093 / 328-1936 / 302-4300 or e-mail perdev@cob.edu.bs

All fees are included with the exception of the application fee of \$40.00 (one time).

CEES reserves the right to change Tuition, Fees, Course Content, Course Schedule and Course Materials.

Revised December 2009

PERSONAL DEVELOPMENT BOOK PRICE LIST

TITLE OF BOOK	COURSE	PRICE
MILADY'S THEORY & PRACTICE OF THERAPEUTIC MESSAGES	Massage Therapy Essentials I & II	\$ 81.99
MILADY'S THEORY & PRACTICE OF THERAPEUTIC MESSAGES	Massage Therapy Essentials I & II	\$ 62.95
MICROSOFT OFFICE 2003 SECOND COURSE	Computer Applications II	\$ 116.26
MICROSOFT OFFICE 2003 PREMIUM EDITION FIRST COURSE	Computer Applications 1 & Information Technology I	\$ 98.21
PRINCIPLES OF ACCOUNTING I	Accounting for Beginners I & II	\$ 234.00
CONTEMPORARY BUSINESS	Introduction to Business	\$ 68.50
INTRODUCTION TO MANAGEMENT ACCOUNTING	Accounting for Beginners III	\$ 110.95
RULES FOR WRITERS	Effective Writing Skills	\$ 32.00
MANAGING HUMAN RESOURCES	Human Resource Management I & II	\$ 174.20
CREDIT & COLLECTIONS	Credit & Collections Procedures & Control	\$ 46.00
HTML PROGRAMMING	Web Page Design I & II	\$ 107.25

RESOURCE MATERIALS

MANICURE & PEDICURE	Manicure & Pedicure	(\$100 +)
NAIL ART TECHNICIAN	Nail Art Technician	Kit (\$100-\$150)
FLORAL DESIGN I & II	Floral Design I	(\$20-\$35) per class
MASSAGE THERAPY ESSENTIALS I & II	Massage Therapy Essentials I	2 Flat Sheets & Massage Oil
BASIC OF FREEHAND CUTTING I	Basic of Freehand Cutting	Sewing Machine & Sewing Kit