



**THE COLLEGE OF THE BAHAMAS**  
**CENTRE FOR CONTINUING EDUCATION AND EXTENSION SERVICES**

**PERSONAL DEVELOPMENT - SUMMER SEMESTER 022010**

<b>COURSE NO.</b>	<b>SECT NO.</b>	<b>COURSE DESCRIPTION</b>	<b>TIME</b>	<b>DAY</b>	<b>START</b>	<b>DUR</b>	<b>FEE</b>
<b>ACCOUNTING</b>							
ACCA900	01	ACCOUNTING FOR BEGINNERS I	6:00pm-8:00pm	Mon/Wed	3-May	10 wks	\$250
ACCA901	01	ACCOUNTING FOR BEGINNERS II	6:00pm-8:00pm	Tue/Thur	4-May	10 wks	\$275
ACCA902	01	ACCOUNTING FOR BEGINNERS III	6:00pm-8:00pm	Tues/Thurs	6-May	10 wks	\$300
<b>BUSINESS</b>							
CUST900	01	SUPERIOR CUSTOMER SER. W/S	9:30am-4:30pm	Fri	18-Jun	1 day	\$170
BUSI902	01	BUSINESS COMMUNICATIONS	6:00pm-9:00pm	Thurs	13-May	8 wks	\$280
<b>COMPUTERS</b>							
COMP 932	01	ADOBE PHOTOSHOP W/S I	9:30am-4:30pm	Thurs	17- Jun	2 days	\$300
COMP901	01	COMPUTER APPLICATIONS I	6:00pm-9:30pm	Mon	3-May	10 wks	\$450
COMP902	01	COMPUTER APPLICATIONS II	6:00pm-9:30pm	Thurs	6-May	9 wks	\$400
COMP930	01	WEB PAGE DESIGN W/S I	9:30am-4:30pm	Thurs	10-Jun	2 days	\$550
COMP931	01	WEB PAGE DESIGN W/S II	9:30am-4:30pm	Thurs	1-Jul	2days	\$650
<b>COSMETOLOGY</b>							
COSM802	01	MAKE UP APPLICATIONS	6:00pm-9:00pm	Mon	10-May	8 wks	\$225
<b>DECORATING</b>							
FLOR800	01	FLORAL DESIGN I	6:00pm-9:00pm	Mon	17-May	8wks	\$225
FLOR801	01	FLORAL DESIGN II	6:00pm-9:00pm	Thurs	10-Jun	8wks	\$250
<b>ENGLISH</b>							
ENG900	01	EFFECTIVE WRITING SKILLS	6:00pm-9:00pm	Tues	11-May	8 wks	\$300
<b>HEALTH AND FITNESS</b>							
MASG900	01	MASSAGE THERAPY ESSENTIALS I	6:00pm-9:00pm	Thurs	13-May	10 wks	\$465
MASG901	01	MASSAGE THERAPY ESSENTIALS II	6:00pm-9:00pm	Mon	10--May	10 wks	\$620
<b>MANAGEMENT</b>							
MGMT900	01	HUMAN RESOURCE MGMT I	6:00pm-9:30pm	Thurs	6-May	9 wks	\$250
MGMT901	01	HUMAN RESOURCE MGMT II	6:00pm-9:30pm	Mon	3-May	9 wks	\$300
<b>SEWING &amp; CRAFT</b>							
SEW805	01	WINDOW TREATMENTS	6:00pm-9:00pm	Mon	10-May	10 wks	\$225
CRA900	01	JEWELRY MAKING	6:00pm-8:00pm	Thurs	13-May	10 wks	\$250

ENQUIRIES: Contact the Co-ordinator at Tel: (242) 325-5714 / (242) 328-0093 / 328-1936 or email [prevsdev@cob.edu.bs](mailto:prevsdev@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 Jan 26th 2010