



## THE COLLEGE OF THE BAHAMAS

### CENTRE FOR CONTINUING EDUCATION AND EXTENSION SERVICES

#### PERSONAL DEVELOPMENT - FALL SEMESTER 042008

NO.	NO.	DESCRIPTION	TIME	DAY	START	DUR	FEE
<b>ACCOUNTING</b>							
ACCA900	01	ACCOUNTING FOR BEGINNERS I	6:00pm - 8:00pm	Tues/ Thurs	23-Sep	10 wks	\$250.00
ACCA901	01	ACCOUNTING FOR BEGINNERS II	6:00pm - 8:00pm	Mon/Wed	22-Sep	10 wks	\$275.00
ACCA902	01	ACCOUNTING FOR BEGINNERS III	6:00pm - 8:00pm	Mon/Wed	22-Sep	10 wks	\$300.00
<b>BUSINESS</b>							
BUSI900	01	CREDIT & COLLECTIONS I	6:00pm-8:00pm	Thurs	25-Sep	8 wks	\$225.00
BUSI901	01	CREDIT & COLLECTIONS II	6:00pm-8:00pm	Tues	23-Sep	8 wks	\$250.00
CUST900	01	SUPERIOR CUSTOMER SERVICE W/S	9:30am-4:30pm	Thurs	9-Oct	1 day	\$170.00
BUSI904	01	INTRODUCTION TO BUSINESS I	6:00pm-9:00pm	Thurs	25-Sep	10 wks	\$225.00
TSM900	01	TIME & STRESS MANAGEMENT	9:30am-4:30pm	Thurs	39744	1 day	\$180.00
<b>COMPUTERS</b>							
COMP901	01	COMPUTER APPLICATIONS I	11:00am- 2:00pm	Tues	16-Sep	12 wks	\$450.00
COMP901	02	COMPUTER APPLICATIONS I	6:00pm-9:00pm	Mon	15-Sep	12 wks	\$450.00
COMP901	03	COMPUTER APPLICATIONS I	10:00am- 1:00pm	Sat	13-Sep	12 wks	\$450.00
COMP902	01	COMPUTER APPLICATIONS II	6:00pm-9:00pm	Thurs	18-Sep	12 wks	\$550.00
COMP 941	01	QUICKBOOKS	6:00pm-9:00pm	Tues	23-Sep	6 wks	\$330.00
COMP953	01	PC UPGRADE AND REPAIR	6:00pm-7:30pm	Mon/Wed	15-Sep	12 wks	\$500.00
COMP930	01	WEB PAGE DESIGN I W/S	9:30am-4:30pm	Thurs/Fri	16-Oct	2 days	\$550.00
COMP931	01	WEB PAGE DESIGN II W/S	9:30am-4:30pm	Thurs/Fri	13-Nov	2 days	\$650.00
<b>COSMETOLOGY</b>							
COSM802	01	MAKE-UP APPLICATION	6:00pm-9:00pm	Mon	6-Oct	8 wks	\$225.00
COSM804	01	MANICURE & PEDICURE	6:00pm-9:00pm	Mon	6-Oct	8 wks	\$250.00
COSM805	01	SCULPTURED NAILS	6:00pm-9:00pm	Mon/Tues	6-Oct	8 wks	\$400.00
<b>DECORATING</b>							
DECO800	01	INTERIOR DECORATING I	6:00pm-9:00pm	Tues	7-Oct	8 wks	\$225.00
DECO801	01	INTERIOR DECORATING II	6:00pm-9:00pm	Wed	8-Oct	8 wks	\$250.00
FLOR800	01	FLORAL DESIGN I	6:00pm-9:00pm	Tue	23-Sep	8 wks	\$225.00
FLOR801	01	FLORAL DESIGN II	6:00pm-9:00pm	Mon	22-Sep	8	

						wks	\$250.00
FLOR802	01	FLORAL DESIGN III	6:00pm-9:00pm	Thurs	25-Sep	8 wks	\$275.00
<b>ENGLISH</b>							
ENG 900	01	EFFECTIVE WRITING SKILLS	6:00pm-9:00pm	Tues	7-Oct	10 wks	\$225.00
<b>MANAGEMENT</b>							
MGMT900	01	HUMAN RESOURCE MANAGEMENT I	6:00pm-9:00pm	Thurs	18-Sep	10 wks	\$250.00
MGMT901	01	HUMAN RESOURCE MANAGEMENT II	6:00pm-9:00pm	Mon	15-Sep	10 wks	\$300.00
<b>SEWING &amp; CRAFT</b>							
SEW 800	01	BASIC OF FREEHAND CUTTING I	6:00pm-9:00pm	Mon	22-Sep	8 wks	\$225.00
SEW 800	01	BASIC OF FREEHAND CUTTING II	6:00pm-9:00pm	Wed	24-Sep	8 wks	\$250.00
SEW 804	01	BEDROOM DECORATING	10:00am-1:00pm	Sat	20-Sep	8 wks	\$225.00
SEW 805	01	DRAPERY MAKING I	6:00pm-9:00pm	Tues	23-Sep	8 wks	\$225.00
CRA900	01	JEWELRY MAKING	6:00pm-8:00pm	Tues	23-Sep	8 wks	\$250.00
<b>MEDICAL</b>							
MEDT900	01	MEDICAL TERMINOLOGY	6:00pm-9:00pm	Wed	24-Sep	10 wks	\$225.00
<b>HEALTH AND FITNESS</b>							
MASG900	01	MASSAGE THERAPY ESSENTIALS I	6:00pm-9:00pm	Thurs	25-Sep	10 wks	\$465.00
MASG901	01	MASSAGE THERAPY ESSENTIALS II	6:00pm-9:00pm	Mon	22-Sep	10 wks	\$620.00
BWAX900	01	BODY WAXING	9:30am-4:30pm	Tues/Wed	21-Sep	2 days	\$300.00
<b>DANCE</b>							
DANC900	01	BAHAMIAN FOLKLORE AND DANCE	6:00pm-8:30pm	Tues	16-Sep	8 wks	\$275.00
DANC901	01	BALLROOM DANCING	6:00pm-8:30pm	Wed	17-Sep	8 wks	\$275.00

ENQUIRIES: Contact the Co-ordinator at Tel: (242) 325-5714 / (242) 328-0093 / 328-1936 / 302-4300 ext. 5202 or email [persdev@cob.edu.bs](mailto:persdev@cob.edu.bs)

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

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