



THE COLLEGE OF THE BAHAMAS

CENTRE FOR CONTINUING EDUCATION AND EXTENSION SERVICES

PERSONAL DEVELOPMENT - FALL SEMESTER 042010

COURSE NO.	SECT NO.	COURSE DESCRIPTION	TIME	DAY	START	DUR	FEE
ACCOUNTING							
ACCA900	01	ACCOUNTING FOR BEGINNERS I	6:00pm -8:00pm	Tues/ Thurs	14-Sep	10 wks	\$250.00
ACCA901	01	ACCOUNTING FOR BEGINNERS II	6:00pm -8:00pm	Mon/Wed	13-Sep	10 wks	\$275.00
ACCA902	01	ACCOUNTING FOR BEGINNERS III	6:00pm -8:00pm	Mon/Wed	13-Sep	10 wks	\$300.00
BUSINESS							
BUSI901	01	CREDIT & COLLECTIONS PROCEDURES	6:00pm-9:00pm	Tues	21-Sep	8 wks	\$225.00
BUSI902	01	BUSINESS COMMUNICATIONS	6:00pm-9:00pm	Tues	14-Sep	10wks	\$280.00
CUST900	01	SUPERIOR CUSTOMER SERVICE W/S	9:30am-4:30pm	Thurs	21-Oct	1 day	\$170.00
BUSI904	01	INTRODUCTION TO BUSINESS I	6:00pm-9:00pm	Thurs	16-Sep	10 wks	\$300.00
BUSI906	01	INTRODUCTION TO BUSINESS II	6:00pm-9:00pm	Mon	20-Sep	10 wks	\$350.00
COMPUTERS							
COMP901	02	COMPUTER APPLICATIONS 2007	6:00pm-9:00pm	Mon	6-Sep	12 wks	\$450.00
COMP986	03	INTRODUCTION TO THE INTERNET	9:30am-4:30pm	Tues/Wed	13-Sep	2 days	\$200.00
COMP902	01	COMPUTER APPLICATIONS II 2007	6:00pm-9:00pm	Wed	15-Sep	12 wks	\$550.00
COMP941	01	QUICKBOOKS 2009	6:00pm-9:00pm	Tues	21-Sep	6 wks	\$330.00
COMP930	01	WEB PAGE DESIGN WORKSHOP W/S I	9:30am-4:30pm	Thurs/Fri	14/15-C	2 days	\$550.00
COMP931	01	WEB PAGE DESIGN WORKSHOP W/SII	9:00am-4:30om	Thurs/Fri	27/28-C	2 days	\$650.00
COSMETOLOGY							
COSM802	01	MAKE-UP APPLICATION	6:00pm-9:00pm	Mon	27_Sep	8 wks	\$225.00
COSM804	01	MANICURE & PEDICURE	6:00pm-9:00pm	Tue	5-Oct	8 wks	\$250.00
DECORATING							
DECO800	01	INTERIOR DECORATING I	6:00pm-9:00pm	Tues	28-Sep	8 wks	\$225.00
FLOR800	01	FLORAL DESIGN I	6:00pm-9:00pm	Tues	21-Sep	10 wks	\$225.00
FLOR801	01	FLORAL DESIGN II	6:00pm-9:00pm	Mon	20-Sep	10 wks	\$250.00
ENGLISH							
ENG900	01	EFFECTIVE WRITING SKILLS	6:00pm-9:00pm	Tues	28-Sep	10wks	\$300.00
MANAGEMENT							
MGMT900	01	HUMAN RESOURCE MANAGEMENT I	6:00pm-9:00pm	Thurs	16-Sep	10wks	\$250.00
MGMT901	01	HUMAN RESOURCE MANAGEMENT II	6:00pm-9:00pm	Mon	13-Sep	10wks	\$300.00
SEWING & CRAFT							
SEW807	01	HIGH FASHION DESIGN I	6:00pm-9:00pm	Thurs	23-Sep	10 wks	\$340.00
SEW805	01	WINDOW TREATMENTS	6:00pm-9:00pm	Wed	22-Sep	10 wks	\$225.00
CRAF801	01	CHRISTMAS CRAFT	9:00am-4:30pm	Sat	6/13-Nd	2-days	\$300.00
MEDICAL							
MEDT900	01	MEDICAL TERMINOLOGY	6:00pm-9:00pm	Wed	8-Sep	10 wks	\$225.00
HEALTH AND FITNESS							
MASG900	01	MASSAGE THERAPY ESSENTIALS I	6:00pm-9:00pm	Thurs	23-Sep	10 wks	\$465.00
MASG901	01	MASSAGE THERAPY ESSENTIALS II	6:00pm-9:00pm	Mon	20-Sep	10 wks	\$620.00

ENQUIRIES: Contact the Co-ordinator at Tel: (242) 325-5714 / (242) 328-0093 / 328-1936 or email

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 March 2 2010