



THE COLLEGE OF THE BAHAMAS
CENTRE FOR CONTINUING EDUCATION & EXTENSION SERVICES
PROFESSIONAL DEVELOPMENT DEPARTMENT
&
THE INSTITUTE OF CERTIFIED PROFESSIONAL MANAGERS
JAMES MADISON UNIVERSITY
HARRISONBURG, VIRGINIA
Presents the

CERTIFIED PROFESSIONAL MANAGERS (CM) PROGRAMME

The CM programme is administered in conjunction with The Institute of Certified Professional Management at James Madison University, Harrisonburg, Virginia. The CM Programme provides Supervisors, Managers, and Team Leaders with the fundamental knowledge needed for today's management challenges. With all core courses beginning in Spring each year, a comprehensive instructional scheme gives you the competence

you need to meet high standards of performance.

TERM 1

COMP956 INTRO. TO COMPUTERS, WINDOWS & THE INTERNET

This workshop provides a broad foundation for students so that they will have a greater awareness and confidence using personal computers. Students will gain practical information and skills, such as what a computer is, how to manage personal files and folders that they create. **6 Wks. Fri. 6pm-8pm**

\$200

CPM 900 PERSONAL SKILLS

Management Skills I: Foundations of Management provides essential skills and knowledge about managers and managing in the modern world. Content includes fundamental managerial roles and skills, entrepreneurship, managing diversity, managing globally, ethics and social responsibility, business law, communication, information systems, and economics. **10 Weeks Sat.: 8am – 12noon \$500**

ETHC900 ETHICS AND PROFESSIONAL RESPONSIBILITY SEMINAR

This course examines guidelines for the professional behavior of members of any organisation. A select group of codes of ethics and ethics cases will be explored to support a theoretical and practical discourse on why the application of ethics and professional responsibility is important in all aspects of society.

**8 Weeks /1 Week-day: 6pm – 8:50pm
\$250**

TERM 2

CPM 901 ADMINISTRATIVE SKILLS

Management Skills II: Planning and Organizing is a comprehensive review of two of the core functions of management, planning and organizing, as well as the skills that are needed to carry them out. Content includes planning and formulating strategy, operations management, project management, planning effective meetings, decision-making, managing teams, organizing work and structure, and human resource management.

10 Weeks Saturdays: 8am – 12noon

\$700

WRS 900 WRITING & RESEARCH SKILLS

This course is designed to provide mature students with writing, research and critical thinking skills necessary to successfully prepare position and research papers.

6 Weeks 1 Week-day: 6pm – 8:50pm

\$350

TERM 3

CPM 902 INTERPERSONAL SKILLS

Management Skills III: Leading and Controlling is a comprehensive review of the core functions of leading and controlling. Content includes leadership skills, empowerment, motivation, time and stress management, delegating, managing change, conflict management, operations control, quality management, and financial management.

10 Weeks Saturdays: 8am – 12noon \$600

CPS 901 ACCOUNTING PROCEDURES AND ANALYSIS

This course is designed to strengthen the candidates' understanding of managerial accounting. Managerial accounting concepts, principles and functions are the main topics covered. The ability to prepare and accurately read a financial statement/spreadsheet is an essential skill for all professionals and paraprofessionals; CPS901 covers in a very student friendly way, easy to understand examples that aid the students' learning experience. This course also helps to prepare candidates to write external examinations.

10 Weeks 1 Week-day: 6pm – 8:50pm \$300

PROFESSIONAL DEVELOPMENT SEMINAR & CLOSING ACTIVITIES

With the exception of the Becker CPA Review, all candidates for certification/licensure are required to take a compulsory professional development seminar. This Seminar is designed to address important issues that are vital to the adult students' learning experience. Enrollment is also open to the general public. Another objective of This seminar is to facilitate continuing education units for professionals applying for re-certification in their respective disciplines. Presentation of Certificates culminates the Seminar.

8 hours Saturdays \$210

FEES

- 1. COB Registration.....\$40.00 (one-time fee)
- 2. Insurance.....\$25.00 (valid for 1 year)
- 3. ID Card.....\$25.00 (one time fee)
- 4. Books.....\$ Please contact COB Bookstore for

prices.

- 5. External Fees to be paid in US DOLLARS.....Registration: \$80; 3 Exams: \$120 each
- 6. Professional Development Seminar & Closing Activities..... \$210

RECERTIFICATION

Recertification is required every year by obtaining a minimum of 10 professional development hours. The ICPM requires that all Professional Managers upgrade/remain current in their respective disciplines; therefore, CEES offers a combination of Seminars and Workshops each year to allow opportunities for recertification.

PROGRAMME PREREQUISITES

3 or more years as a Trainer, Supervisor or Manager with an AA Degree **or** a B. A. Degree from an accredited or recognized college/university; Interview; Writing skills at basic college level; Practical knowledge in ethics; A working knowledge of Microsoft Windows and the Internet.

For Further information, please 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 To: The College of The Bahamas, Business Office
CEES Reserves The Right To Change Tuition, Fees, Course Content, Course Schedule And Course Materials.

Date Revised: 12th August, 2009