The Certified Professional Secretary (CPS) Review, offered in conjunction with The International Association of Administrative Professionals (IAAP) is a 9 month course of study designed to prepare administrative professionals and clerical assistants to write the CPS international exam and/or The Institute of Legal Executives (Bedford, England) Secretaries Examination.

TERM 1: OFFICE SYSTEMS AND TECHNOLOGY

CPS 910 MANAGING PHYSICAL RESOURCES $300  3 Weeks
This course deals with basic principles of physical resources including equipment and supplies, inventorying and storing, usage and maintenance, purchasing, ordering, and receiving. Ergonomics and related topics are also discussed in this subject. As a pre-requisite for this course, students must
understand basic economic concepts, and be able to apply this knowledge to decisions pertaining to the procurement and acquisition of physical resources.

**CPS 903 OFFICE TECHNOLOGY** $500 5 Weeks
This course is designed to enhance the student's understanding of computer-related principles, computer hardware and software, software usage and configuration. Students will be guided through a series of sessions to improve computer application skills such as MS Word, MS Excel, MS Access and PowerPoint.


**TERM 2: OFFICE ADMINISTRATION**

**CPS 911 RECORDS MANAGEMENT** $200 4 Weeks
This course is a review of various types of filing systems including electronic, manual, alphabetical, and numerical. Reference libraries, file management and related issues such as file retention, file transferring, file retrieval, and confidentiality are reviewed. Filing rules and standards, records security concepts and forms management are also discussed.

**CPS 909 BUSINESS COMMUNICATION** $300 4 Weeks
Various communication issues are covered in this topic with an emphasis on their relationship to the communication process in office administration. Verbal and written communications are reviewed, in addition to a discussion of grammar rules and business etiquette.


**TERM 3: MANAGEMENT**

**CPS 906 HUMAN RESOURCE** $300 4 Weeks
This course is designed to provide the student with an understanding of the basic concepts relative to employee recruitment and selection (i.e., advertising, interviewing, reference checking, and testing), and employee evaluation concepts. Legal and ethical issues such as confidentiality, individual rights, personnel policies, and sexual harassment are reviewed. Other areas to be addressed include job analysis, personnel training, compensation and benefits, and personnel record keeping.

**CPS 901 ACCOUNTING PROCEDURES & ANALYSIS/ACCOUNTS FOR NON-FINANCIAL MANAGERS** $300 6 Weeks
This course covers managerial accounting concepts including budgeting, cost justifications and financial data. Accounting procedures discussed in this course include the preparation of journal entries, bookkeeping, vouching, confidentiality, contracts, license agreements, leasing, payroll, income tax recording, currency, foreign exchange. Financial statement analysis issues are reviewed including computing and interpreting ratios; and interpretation of the balance sheet, income statement, and cash flow statements. An overview of the international trade process will be presented. CPS 901 may be taken in Spring, Summer or Fall.


**Pre-requisites**
ETHICS AND PROFESSIONAL RESPONSIBILITY  $250  8 Weeks
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.

recent Edition. 
ISBN:  0-618-39573-3

WRS 900 WRITING & RESEARCH SKILLS  $350  8 Weeks
This course is designed to provide mature students with reading, writing, research and critical thinking skills
to prepare them for entry into CEES’ professional development programmes. WRS 900 is also structured
to provide certification candidates with the skills necessary to successfully write position and research
papers. 

MINU900 MINUTE TAKING & REPORT WRITING  $200  4 Days
This workshop is designed to introduce participants to the key principles of report writing and minute taking.
Participants will be taught how to use sources that guide the preparation, storage and retrieval of minutes.
Emphasis will be placed on report writing and minute taking standards; recording motions, amendments
and other formal procedures, as well as the importance of Robert’s Rules.

COURSE MATERIALS:  Hand out to be provided

COMP965 INTRO. TO COMPUTERS, WINDOWS & THE INTERNET  $200  4 Days
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, conduct internet search; communicate on the world wide web; how to manage personal files
and folders.

COURSE MATERIALS:  Hand out to be provided

EXIT SEMINAR  $210
This compulsory Seminar addresses important issues that are vital to the adult students’ learning
experience, and is designed to serve both as a capstone for professional development programmes as well
as a continuing education activity. It provides opportunities for additional education points for programme
entry, course/ programme completion, and recertification. The Seminar offers two break-out sessions,
-serving two distinct groups: Part 1- Professional Development candidates: Five Seminar contact hours plus
3 hours programme closure activity; Part 2- Recertification candidates: Five Seminar contact hours plus an
additional 3 lecture hours of prescribed guided independent study from any professional development
course. Please note that the Recertification Seminar topic is subject to change.

IMPORTANT INFORMATION

- The Programme Content, Schedule, Tuition, Fees and Textbooks are subject to change.
- Official Class Hours (start and end times) must be obtained from the CEES Office ONLY.
- ALL Home-work must be submitted on the worksheets provided in the textbooks. *Photo copied
home-work will not be graded.*
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. Textbooks................................. Please contact the COB Bookstore for prices.
5. Exit Seminar............................. $210.00 (must be paid by the end of the 2nd Term)
6. External examination............. Please visit the AIIP website for rates. All students are required to independently submit acceptance and examination application to the AIIP.

ADVISEMENT & REGISTRATION SESSIONS
Please bring the following items with you to the advisement/registration session:

➢ The first four pages of your Passport
➢ Copies of your certificates and transcripts
➢ Where applicable, letters of recommendation, job description, special awards, etc.

THE ANNUAL AWARDS CEREMONY
The Annual Awards Ceremony and Reception are held annually at The British Colonial Hilton Hotel at the end of the Fall Term. At this grand event, adult students successfully completing programmes and courses are awarded certificates, certifications and/or licensure. Participation is optional.

Secure Your Seat By Enrolling Today!
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.