

THE COLLEGE OF THE BAHAMAS

PROFESSIONAL DEVELOPMENT OPPORTUNITIES



FREE INFORMATION & ADVISEMENT SESSION

International Certification Programmes Available



What is your goal?

- ✓ **PROMOTION**
- ✓ **QUALITY SERVICE**
- ✓ **PLAN FOR SALARY INCREASE**
- ✓ **NEW CAREER**
- ✓ **CAREER ENHANCEMENT**

We can provide you with superior education and training to help you accomplish your goal.

NEW & RETURNING STUDENTS

DATE: Thursday, 21st February 2013

Students are required to attend only 1 Session.

PLACE: Michael Eldon Boardroom, Oakes Field (adjacent to Dunkin Donuts Café)

TIME: 5:30pm – 6:30pm (Refreshments will be served)

Please note that this event schedule is subject to change.

Saturday Classes Begin 25th February 2013

For your convenience, the majority of classes are held on Saturdays, 8am – 12noon.

No entrance exams. Tuition may be paid per term or in full. International programmes available.

- ✚ You can become a pioneer in setting performance standards in your organization. We have secured partnerships with leading international institutions to help you accomplish your career goals. You can attain your professional development credentials at The College of The Bahamas. Choose the courses or programmes to help you accomplish your career goal.

ADVISEMENT & REGISTRATION SESSIONS

Please bring one copy each of the following items with you to the Advisement/Registration session, as there will not be any access to a duplication/copy machine.

- ✚ One copy of the data pages of your Passport.
- ✚ One copy of your certificates/licensures and college/university transcripts
- ✚ Where applicable, letters of recommendation, job description, copy of special awards, etc.

Please note that effective May 2011, Advisement Sessions via telephone has been discontinued. We instead, have improved our client service by hosting semesterly face-to-face sessions.

Programmes

- 1) Certified Professional Project Manager, (CPM)
- 2) Associate Project Manager, (APM)
- 3) Certified Professional Manager Prog. (CPM), ICPM, James Madison University, Harrisonburg, VA
- 4) Certified Associate Manager, James Madison University, Harrisonburg, VA
- 5) Certified Human Resource Manager (Cert. HRM), National Management Association of America, (NMA) Dayton, Ohio
- 6) Certified Associate HR Manager (Cert. HRM), NMA
- 7) Certified Professional Secretary Programme (CPS), National Management Association, Dayton, Ohio
- 8) Certified Office Assistant (OA) National Management Association of America, Dayton, Ohio
- 9) Certified Public Accountant - Becker Review (CPA), Chicago, IL
- 10) Certified Training & Development Specialist (CTDS), National Management Association of America
- 11) Certified Training & Development Practitioner (CTDP), National Management Association of America
- 12) Microsoft Computer Application Specialist (MCAS)
- 13) Certified Computer Application Technician (CCAT)
- 14) Certificate in Law (Cert. Law)

Single Courses

- 1) Accounting For Non-Financial Managers
- 2) Company Law
- 3) Employment Law
- 4) Ethics and Professional Responsibility
- 5) Computer Fundamentals
- 6) Journeyman Plumbing License
- 7) Legal Writing & Research
- 8) Master Plumbing License
- 9) Single Phase Electrical License
- 10) Three Phase Electrical License
- 11) Writing & Research Skills

International Languages & Cultures Institute (ILCI)

Modern Language Courses:

- 1) Conversational Spanish
- 2) Conversational French
- 3) Conversational Creole

PRE-REQUISITES & ENROLLMENT STATUS

Pre-requisites for the programmes range from 3 years professional work experience to a Bachelor's Degree in any discipline from an accredited or recognised institution.

Once you have been issued your completed **Advisement Form** for the term, please do not delete any courses from it. Remember, all programmes are cyclic, and if you refuse to take the courses as prescribed, your completion time could be delayed as much as 1 full year. We encourage you to stay on track with your programme. Be sure to read and sign your **Acceptance Form** and retain a copy for your records. Please remember to keep all of your receipts for payments made to The College of The Bahamas.

TUITION

1. Tuition is charged per term; i.e. you will be billed **only** for courses taken per **term**.
2. Non-Bahamians add \$50 to each course

FEES (Fee structure subject to change).

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. Professional Development Seminar \$210 (one time fee)
5. Books..... Please contact COB Bookstore for prices.
6. All student are required to contact the CEES Office for information on External Application/Examination Fees.

Space is limited. Reserve your seat today for the Information Session

CALL: 326-3316 ● 328-0093

CENTRE FOR CONTINUING EDUCATION & EXTENSION SERVICES (CEES)