



REGISTRATION IS OPEN FOR ACADEMIC YEAR 2012 / 2013 Beginning September 4, 2012

448-0248 ROSEAU
445-3480 PORTSMOUTH
275-2820 / 275-3713



CAMBRIDGE INTERNATIONAL COLLEGE DIPLOMAS

- Diploma in Sales Management & Marketing
- Diploma in Business M/ment / Administration
- Diploma in Tourism & Travel Agency M/ment
- Diploma in Accounting & Finance in Bus. M/ment
- Diploma in Human Resource /Personnel M/ment
- Diploma in Employee Development
- Diploma in Event M/ment: Strategy & Planning
- Diploma in Office Management & Administration
- Diploma in Cost Accounting
- Diploma in Advertising & Public Relations
- Diploma in Leadership & Learn Management
- Diploma In Project Management
- Diploma in Event M/ment Operations & Logistics
- Diploma in Hotel Operations Management
- Diploma in Money, Banking & Financial Systems M/ment

4 to 5 Months

- ### UNIVERSITY OF CAMBRIDGE International Diploma in Business
- Effective Business Communication
 - Business Organizations & Environment
 - Marketing
 - Human Resource Management



CUSTOMER RELATIONS FOR SERVICE TECHNICIANS

- The Power of Customer Relations
- Problem Solving
- Building Customer Confidence

DURATION—2 WEEKS



Certificate In Contact / Call Centre Supervisor Skills

- Leading Teams
- Staff Management
- Managing Operations
- Handling Incoming Calls
- Handling Inbound Sales
- Staff Resource Planning



Certificate In Contact / Call Centre Skills

- Call Centre Operations
- Reliable Customer Service
- Acquiring Customers
- Handling Incoming Calls
- Handling Inbound Sales-Challenging Situations



Afterschool Programs

- English
- Mathematics
- Homework Assistant
- Projects / Motivation
- Study Skills etc.



Mondays to Thursdays 1:30 to 4:30 Grade 3 to Form 3

CONSTRUCTION DIPLOMAS

- Diploma in Refrigeration & Air Conditioning
- Diploma in Plumbing
- Diploma in Electrical Installation
- Diploma in Basic Construction Skills
- Diploma in Construction Technical

7 to 9 Months

ENGINEERING DIPLOMA

- Computer Aided Design & Manufacturing
- Engineering Technician
- Engineering Skills
- Electrical Engineering
- Electrical & Electronic Engineering
- Sound Engineering & Music Technology
- Telecommunications Systems Technician

7 to 9 Months

HAIR DRESSING & BEAUTY THERAPY DIPLOMA

- Caribbean Women's hairdressing
- Hairdressing (Women's Hairdressing)
- Hairdressing (Barbering)
- Body Treatments
- Beauty Consultancy
- Diploma in Introduction to the Hair & Beauty Sector

7 to 9 Months

TRAINING AND ASSESSMENT DIPLOMA

- Qualified Teacher Learning and Skills
- Diploma in Delivering and Learning
- Certificate: Introduction to Trainer Skills

7 to 9 Months

MEDIA DIPLOMA

- Diploma In Media Techniques
- Diploma in Sound & Music Technology

4 to 5 Months

CITY AND GUILDS - CERTIFICATES

- Certificate in Customer Service
- Certificate in Customer Service Delivery
- Certificate in Customer Service Improvement
- Certificate in Leading Customer Service
- Certificate in Intro to Hair and Beauty Sector
- Certificate in Introduction to Trainer Skills
- Certificate in Adult Literacy & Numeracy
- Certificate in Hairdressing (Women's Hairdressing)
- Certificate in Hairdressing (Barbering)

EVENINGS CLASSES ONLY

Between 4:30 & 9:00pm
2 or 3 days per Week

CAMBRIDGE INTERNATIONAL COLLEGE – BACCALAUREATE

Tuition, Books, Exams: EC\$18,500 Duration: 2yrs Registration Fee EC\$75

BFA - FINANCIAL ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Business Economics & Commerce
- Business Finance & Accounting
- Cost Accounting
- Financial Management
- Computers & IT in Business Management
- Project Management
- International Business & Trade
- Project (plus Key Concepts in Accounting & Finance)

BSA - HOSPITALITY ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Hotel Operations & Management
- Tourism & Travel Agency Management
- Event Management: Strategy & Planning
- Event Management: Operations & Logistics
- Computers & IT in Business Management
- Project Management
- Human Resource Management
- Project (plus Key Concepts in Management)

BLA - MATERIALS & LOGISTICS ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Stores Management & Stock Control
- Purchasing & Supply Management
- Project Management
- Logistics & Supply Chain Management
- Computers & IT in Business Management
- Sales & Marketing Administration
- Global Marketing Management
- Project (plus Key Concepts in Management)

BCom - COMMERCE & ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Business Economics & Commerce
- International Business & Trade
- Business Finance & Accounting
- Project Management
- Computers & IT in Business Management
- Sales & Marketing Administration
- Financial Management
- Project (plus Key Concepts in Management)

BACCALAUREATES are NQF Level 6 & SQA Level 9 - equivalent to Bachelor Degree Level.

**START YOUR
NEW CAREER TODAY**

BPA - PROJECT ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Project Management
- Purchasing & Supply Management
- Business Finance & Accounting
- Project Leadership
- Computers & IT in Business Management
- Event Management: Strategy & Planning
- Event Management: Operations & Logistics
- Project (plus Key Concepts in Management)

BHA - HUMAN RESOURCE ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Human Resource / Personnel Management
- Organizational Behavior
- Leadership & Team Management
- Employee Development
- Computers & IT in Business Management
- Project Management
- International Business & Trade
- Project (plus Key Concepts in Human Resource)

BBA - BUSINESS ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Business Economics & Commerce
- Sales & Marketing Administration
- Business Finance & Accounting
- Advertising & Public Relations
- Computers & IT in Business Management
- Project Management
- International Business & Trade
- Project (plus Key Concepts in Management)

BMA - MARKETING ADMINISTRATION

- Business Theory & Commercial Practice
- Management & Admin of People
- Business English & Communication
- Advanced Management & Administration
- Sales & Marketing Administration
- Advertising & Public Relations
- International Business & Trade
- Global Marketing Management & Public Relations
- Computers & IT in Business Management
- Project Management
- Leadership & Team Management
- Project (plus Key Concepts in Management)

**EMAIL:
BTC@CWDOM.DM**



REGISTRATION IS OPEN FOR ACADEMIC YEAR 2012 / 2013 Beginning September 4, 2012

DAYTIME & AFTERNOON CLASSES

Between 8:15am & 8:00pm
2 or 3 days per Week

START YOUR
NEW CAREER TODAY

CXC DAYTIME PROGRAMS

BTC 5th FORM-CXC RETAKERS

- Mathematics
- English
- Principles of Business
- Principles of Accounts
- Social Studies
- Office Administration
- Electronic Data Production & Management
- Human & Social Biology



Choose any 5 Subjects

PRE- NURSING CXC PACKAGE

- Mathematics
- English
- Human & Social Biology
- Social Studies
- Office Administration
- Electronic Data Preparation & Management



BTC CXC 3rd & 4th Form

- Mathematics
- English
- Social Studies
- Office Administration

Must attempt 2 CXC exams

BTC ASSOCIATE DEGREES

ASSOCIATE DEGREE IN COMPUTER INFORMATION SYSTEMS

- Year 1 Semester 1**
- Bookkeeping & Accounts Lv2
 - Practical Data Processing
 - Caribbean Studies 1
 - Computer Systems 1
 - Intro to Programming
 - Micro Economics 1

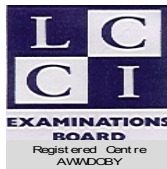
- Year 2 Semester 1**
- Computer Networks 1
 - Graphic Design Applications
 - Computer Aided Drafting & Design
 - Systems Analysis & Designs
 - Pure Mathematics 1
 - Computer Hardware

- Year 1 Semester 2**
- Effective Business Comm
 - Database Design 1
 - Micro Economics 2
 - Operating Systems Concepts
 - Basic Electronics & Computers 1
 - Advance Computer Applications

- Year 2 Semester 2**
- Web Design
 - Computer Network Security
 - Pure Mathematics 2

LCCI DIPLOMA IN SECRETARIAL ADMINISTRATION

- English For Business
- Business Administration
- Text Production /Typing
- Excel / Word



Daytime Or Evening Classes

BTC ASSOCIATE DEGREES

ASSOCIATE DEGREE BUSINESS ADMINISTRATION

Year 1 Semester 1

- Accounting & Book keeping Lv2
- Practical Data Processing
- Marketing
- English For Business Lv 1&2
- Human Resource Management
- Caribbean Studies 1
- Micro Economics 1

Year 1 Semester 2

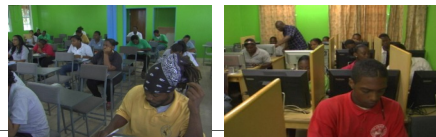
- Effective Busin. Communication
- Business Org. & Environment
- Micro Economics 2
- Caribbean Studies 2
- Practical Word Processing

Year 2 Semester 1

- Management 1
- Sociology 1
- Business Studies
- Small Business Management
- Pure Mathematics 1

Year 2 Semester 2

- Macro Economics 2
- Management 2
- Sociology 2
- Pure Mathematics 2
- Cost Accounting



COMPUTER COURSES - EVENING

INTRODUCTION TO COMPUTERS

- Introduction to Windows XP
- Keyboarding/Typing
- Microsoft Word
- Microsoft Excel
- Internet / Email

WEB DESIGN / GRAPHICS

- Intro to HTML
- Dreamweaver MX
- Adobe Photoshop- Image Ready
- Swish
- Adobe Illustrator

COMPTIA NETWORK+ TECHNICIAN

- Network Essentials
- Elements of Networking
- Network Support
- Troubleshooting
- Network Protocols



COMPTIA A+ HARDWARE TECHNICIAN (COMPUTER REPAIRS)

- Identifying Parts & Peripherals
- PC Assembly
- Laser Printer and Networking
- Operating Systems Technologies etc.



BTC ASSOCIATE DEGREES

ASSOCIATE DEGREE ADMINISTRATIVE ASSISTANT

Year 1 Semester 1

- Bookkeeping & Accountg - Lv 2
- Practical Data Processing
- Keyboarding
- English for Business - Lv 2
- Caribbean Studies 1
- Human Resource M/ment
- Text Production

Year 1 Semester 2

- Caribbean Studies 2
- Desktop Publishing
- Text Production Lv 3
- English for Business Lv 2
- Advanced Computer Applications
- Practical Word Processing

Year 2 Semester 1

- Audio Transcription 1
- Business Administration 1 (Secretarial practices)
- Micro Economics 1
- Pure Mathematics 1
- Business Practice

Year 2 Semester 2

- Business Practice
- Effective Business Comm.
- Audio Transcription - Lv 3
- Business Administration - Lv3
- Pure Mathematics 2
- Micro Economics 2



ASSOCIATE DEGREE MANAGEMENT

Year 1 Semester 1

- Bookkeeping & Accou.g Lv 2
- Practical Data Processing 2
- Marketing
- English for Business 1&2
- Micro Economics 1
- Human Resource Management

Year 1 Semester 2

- Effective Bus Communication
- Principles & Practice of M/ment
- Micro Economics 2
- Business Finance Lv 3
- Practical Word Processing Lv 2
- Advanced Computer App.

Year 2 Semester 1

- Management 1
- Sociology 1
- Business Studies
- Advertising
- Pure Mathematics 1
- Small Business Management

Year 2 Semester 2

- Macro Economics 2
- Management 2
- Sociology 1
- Pure Mathematics 2
- Business Law
- Psychology



COMPUTER COURSES - EVENING

INTERNATIONAL COMPUTER DRIVERS LICENCE (ICDL)

- Concepts of Information Technology
- Using the Computer & Managing Files
- Word Processing
- Spreadsheet
- Database
- Presentation
- Information & Communication etc.

QUICKBOOKS Premier 2007

- Overview & Setup
- Customers & Sales
- Vendors & Expenses
- Inventory
- Estimates, Invoices
- Purchase Orders, Bills
- Chart of Accounts
- Items & Services



Call us for Daytime Seminar & Exams



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Technical Education
Center

