



UNIVERSITY OF THE BAHAMAS

Continuing Education & Lifelong Learning (CELEARN)

Professional, Career and Personal Development Programmes

Summer 2020 Online Courses Begin: Monday, 18th May 2020 ●●●●●

Are you preparing for a promotion, career change or career enhancement? CELEARN can help you achieve your career goals! A wide array of courses and programmes leading to certification and certificates are offered. You can become a pioneer in setting performance standards in your organization. Choose the courses or programme to help you accomplish your career goals...

COURSE/PROGRAMME	WEEKS	HOURS	TUITION	CONTINUING EDUCATION UNITS (CEUs)
Professional Development				
Certified Professional Manager				
Advanced Management I	8	40	\$500	4
Accounting Procedures & Analysis	8	40	\$300	4
Ethics and Professional Responsibility	6	24	\$300	2.4
Certified Professional Secretary				
Accounting Procedures & Analysis	8	40	\$300	4
Records Management	4	20	\$200	2
Ethics and Professional Responsibility	6	24	\$300	2.4
Certified Administrative Assistant				
Concentration Areas:				
<ul style="list-style-type: none"> • Office Management • Accounts • Human Resources • Legal Assistant 				
Accounting Procedures & Analysis	8	40	\$300	4
Records Management	4	20	\$200	2
Ethics and Professional Responsibility	6	24	\$300	2.4
Certified Human Resource Manager				
Human Resource Development & Training	3	20	\$300	2
Rewards, Compensation & Benefits	3	20	\$300	2
Ethics and Professional Responsibility	6	24	\$300	2.4
Certified Public Accountant (CPA)				
Advanced Audit & Attestation	7	40	\$500	Not applicable (N/A)
Advanced Financial Reporting	10	70	\$700	N/A
Advance Regulation	8	60	\$600	N/A
Advance Business	6	40	\$500	N/A
Certificate in Accounts				
Accounts for Beginners I	8	40	\$250	4
Accounts for Beginners II	8	32	\$250	3.2
Ethics and Professional Responsibility	6	24	\$300	2.4

Career Development	WEEKS	HOURS	TUITION	CEUs
Anatomy and Physiology	8	40	\$400	4
Credit & Collections	6	30	\$225	3
Advanced Management I	8	40	\$500	4
Superior Customer Service	4	20	\$275	2
Role & Function of the Justice of the Peace	8	50	\$500	5
Medical Billing & Coding	10	60	\$700	6
Ethics and Professional Responsibility	6	24	\$300	2.4
Computer Fundamentals	4	16	\$300	1.6
QuickBooks	5	20	\$330	2
Foreign Languages				
Conversational Creole I	10	40	\$300	4
Conversational French I	10	40	\$300	4
Conversational Spanish I	10	40	\$300	4
English as a Second Language I	10	40	\$300	4
Spanish for Tourism I	10	40	\$300	4

GENERAL CONCLAVE FOR ETHICS SEMINAR - With the exception of the Becker CPA Review Programme participants, all students are required to enroll in the Ethics & Professional Responsibility Course.

VALUE ADDED TAX (VAT) - 12% VAT will be charged on all courses and fees.

COURSE WITHDRAWAL - All students wishing to withdraw from a course, workshop or seminar are required to complete a Withdrawal Form. A copy of Refund Policy may be found at www.ub.edu.bs.

EXTERNAL APPLICATION & EXAMINATION FEES - External Fees should be made in the specified currency (US or UK) in bank certified cheque to the appropriate external institution.

FINAL EXAMINATION & SUBMISSION OF FINAL PAPERS/PROJECTS - In most cases, Final Examinations are held 10 – 12 days following the last class. Submission of Final Papers/Project should be e-mailed to the course Lecturer 10 – 12 days following the last class.

CERTIFICATION – Upon successful completion of the course/s, Certificates, inclusive of Continuing Education Units will be awarded.

GENERAL INFORMATION

1. Please note that all programmes are cyclic and must be taken as scheduled. Failure to comply with your advisement instructions will result in your completion date being delayed.
2. Kindly note that courses listed on this Schedule lead to professional qualifications, along with the awarding of Continuing Education Units. Persons seeking University credits are advised to contact the relevant academic school/s.

FEES (Please note that this Fee structure is subject to change) Effective July 1st, 2018 12% VAT will be charged on all tuition charges.

1. UB Registration..... \$50.00 (one-time fee)
3. ID Card.....\$25.00 (one-time fee)
4. Library Fee\$50.00 (If applicable)
5. Course Materials..... To be advised by the course lecturer

Secure your seat by enrolling today!

visit us at www.ub.edu.bs

Enquiries: jenny.bethell@ub.edu.bs; andrea.knott@ub.edu.bs; rosemary.knowles@ub.edu.bs

Fees may be paid by cash, credit card, or bank certified cheque to: University of The Bahamas, Business Office Payment Portal
CELEARN reserves the right to change tuition, fees, course content, course schedule and course materials.