

# NOW REGISTERING FOR LOCAL COURSES

### 10-13 WEEK PROFESSIONAL DEVELOPMENT COURSES

- · Project Management
- · Supervisory Management
- Introduction to Events Management
- Introduction to Counselling
- · Small Business Management
- Customer Relations & Telephone Techniques
- · Marketing & Sales
- · Speechwriting & Public Speaking
- · Conversational Spanish
- Computer Applications for the Office
- Computer Literacy
- Computer Networking
- Introduction to Procurement Management
- AutoCAD Computer Aided Design Drawing

#### **CXC CLASSES**

- CAPE Subjects
- CSEC Subjects

## 1-YEAR PROFESSIONAL DEVELOPMENT COURSES

- Managerial Accounting
- · Occupational Health & Safety
- · Supervisory Management
- · Small Business Management
- Marketing
- · Facilities Management
- · Production & Operations Management
- · Principles & Techniques of Counselling
- Practical Home Nursing
- Management of Early Childhood Education Institutions
- General Psychology
- Child Psychology & Development
- Psychology of Personality & Behaviour

### APPROVED 1-YEAR PROGRAMMES FOR MATRICULATION INTO DEGREE PROGRAMMES

- Marketing
- Supervisory Management

Call for information on BSc., MSc. and Doctorial programmes

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