



# BARBADOS COMMUNITY COLLEGE INDUSTRY SERVICES UNIT



## JANUARY 2012 COURSES

The Barbados Community College, Industry Services Unit invites applications for admission to certificate courses and seminars commencing in January 2012.

### QUICK BOOKS PRO

THURSDAYS  
COST: \$400.00

**DURATION: 10 Weeks**  
TIME: 5:30 p.m. – 8:30 p.m.

### INTRODUCTION TO TAXATION & TAX MANAGEMENT

MONDAYS & WEDNESDAYS  
COST: \$750.00

**DURATION: 3 Months**  
TIME: 5:30 p.m. – 7:30 p.m.

### MANAGING PAYROLL WITH QUICK BOOKS\*

SATURDAYS  
COST: \$475.00

**DURATION: 10 Weeks**  
TIME: 9:00 a.m. – 12:00 noon

### WIRE JEWELLERY TECHNIQUES AND DESIGN

MONDAYS & WEDNESDAYS  
COST: \$400.00

**DURATION: 2 Months**  
TIME: 5:00 p.m. – 8:00 p.m.

### OCCUPATIONAL SAFETY & HEALTH\* INTERMEDIATE LEVEL

MONDAYS & WEDNESDAYS  
COST: \$900.00

**DURATION: 3 Months**  
TIME: 5:00 p.m. – 7:30 p.m.

### ORGANIZATIONAL COMMUNICATION (seminar)

(ORAL & WRITTEN)  
FEBRUARY 09, 16 & 23, 2012  
COST: \$575.00

**DURATION: 3 Days**  
TIME: 10:00 a.m. – 3:00 p.m.

### MAKING SENSE OF SALES (seminar)

MARCH 28 & 29, 2012  
COST: \$650.00

**DURATION: 2 days**  
TIME: 9:00 a.m. - 3:00 p.m.

**\*Applicants should note that prerequisites are required for some courses.**

Information and application forms may be obtained from:  
**BARBADOS COMMUNITY COLLEGE - INDUSTRY SERVICES UNIT**

Building #3, Harbour Industrial Park, Bridgetown, St. Michael

**TELEPHONE: 426-3351 or 426-3354**

**BARBADOS COMMUNITY COLLEGE – STUDENT AFFAIRS OFFICE**

Telephone: 426-2858 EXT. 5231 / 5232

**Deadline for receipt of applications is December 12, 2011.**

**Website: [www.bcc.edu.bb](http://www.bcc.edu.bb)**

**Applications will close before application deadline for courses which are fully subscribed.**