

PROFESSIONAL DEVELOPMENT COURSES

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REGISTRATION BEGINS: March 1st – May 14th, 2010

**Professional Development
Business**

Accounting I (12 Weeks)	
Fri. 5/14, 6-9pm	\$300
Accounting II (12 Weeks)	
Sat. 5/15, 9am-12pm	\$350
Quick Books (12 Weeks)	
Fri. 5/14, 6-10pm	
Sat. 5/15, 9am-12pm	\$350

Computers

Computers Applications (10 Weeks)	
Sat. 5/15, 9am-1pm	\$350
A+ Review/Certification Exam (10 Weeks) (One Exam Included)	
Fri. 5/14, 6-10pm	\$480
*Microsoft Power Point (10 Weeks)	
Mon. 5/17, 6-10pm	\$380
*Microsoft Excel (10 Weeks)	
Tues. 5/18, 6-10pm	\$380
*Microsoft Access (10 Weeks)	
Wed. 5/19, 6-10pm	\$380
*Microsoft Word (10 Weeks)	
Thurs. 5/20, 6-10pm	\$380
*Microsoft Outlook (10 Weeks)	
Fri. 5/14, 6-10pm	\$380

Cosmetology

Acrylic Nails (10 Weeks)	
Sat. 5/15, 9am-1pm	\$375
Face Care/Make-up Application (10 Weeks)	
Fri. 5/14, 6-10pm	\$285

Construction

Electrical Phase I (12 Weeks) *Exam Included	
Sat. 5/15, 9am-1pm	\$700
Block Laying (10 Weeks)	
Sat. 5/15, 9am-3pm	\$350
Cabinet Making I (10 Weeks)	
Tues. Thurs. 5/18 6pm-10pm	\$360
Cabinet Making II (10 Weeks)	
Sat. 5/15, 9am-3pm	\$360
Basic Plumbing (10 Weeks)	
Sat. 5/15, 9am-3pm	\$350

Construction

Tile Laying –Do-It-Yourself (10 weeks)	
Sat. 5/15, 9am-3pm	\$350
Basic Blue Print Reading & Estimating I Residential (10 Weeks)	
Sat. 5/15, 9am-3pm	\$350
Basic Blue Print Reading & Estimating II Commercial (10 Weeks)	
Fri. 5/14, 6pm-10pm	\$375

Special Interest

Window Treatment –Drapery & Valence (10 Weeks)	
Mon. Wed. 5/17, 6-9pm	\$350
Cushion Making (10 Weeks)	
Tues. Thurs. 5/18, 6-9pm	\$350
Shade Making (10 Weeks)	
Sat. 5/15, 9am-3pm	\$370
Sewing I & II (10 Weeks)	
Thurs. Fri. 5/13, 6-9pm	\$350
Painting (10 Weeks) (Residential & Commercial)	
Mon. Wed. 5/17, 9am-3pm	\$350
Upholstery I (Chaise Making) (10 Weeks)	
Tues. Thurs. 5/18, 6-9pm	\$350
Upholstery II (Vehicle Refurbishment)	
Mon. Wed. 5/17, 6-9pm	\$380
Straw Craft I (10 Weeks)	
Tues. Thurs. 5/18, 6pm-9pm	\$320
Straw Craft Advanced II (10 Weeks)	
Mon. Wed. 5/17, 6-9pm	\$350
Shell Souvenir Manufacturing (10 Weeks)	
Mon. Wed. 5/17, 6pm-9pm	

Marine Engine

Marine Outboard Engine Preventive Maintenance (10 Weeks)	
Mon. Wed. 5/17, 6-9pm	\$350

Mechanical

Small Engine Repair (10 Weeks)	
Sat. 5/15, 9am-3pm	\$350
Automotive Preventative Maintenance (10 Weeks)	
Sat. 5/15, 9am-3pm	\$350



For More Information Contact:

502-6338/9

**Office Hours: 9am-5pm
Monday-Friday**

BTVI reserves the right to cancel courses if a minimum number of students have not registered. Students will receive a full refund if classes are cancelled by the institution.

BTVI reserves the right to change Tuition, Fees, Course Content, Course Schedule and Course Materials.

Early registration helps eliminate the disappointment of course cancellations.

Non-Bahamians are required to pay an additional fee.

CLASS SCHEDULE

10 WEEK PROGRAMMES
May 14 - July 17, 2010

12 WEEK PROGRAMMES
May 14- July 31, 2010

***Microsoft Programmes Include:**

- Microsoft Office Specialist (MOS) Certification Exam
- Text Book