

### ***COURSE TIMES (DAY)***

<b>COURSE</b>	<b>DAY</b>	<b>TIME</b>
English Language	Mon or Sat	10:00
Office Administration	Mon	1:00
Accounts	Tues	1:00
Mathematics	Tues	10:00
Mathematics	Thurs	1:00
Information Tech.	Wed or Sat	10:00
POB	Wed	1:00
EDPM	Thurs	9:30
Social Studies	Sat	1:00
Quick books	Fri	1:00

### ***COURSE TIMES (EVENING)***

<b>COURSE</b>	<b>DAY</b>	<b>TIME</b>
Mathematics	Mon or Tues	5:00
EDPM	Mon or Wed	5:00
POB	Tues	4:30
Office Admin.	Tues	6:00
English Language	Wed	5:00
Information Tech.	Thurs	5:00
Accounts	Thurs	5:00

### ***SEPTEMBER CXC SPECIALS***

**1 CXC Subject - COST: \$395.00 CASH**

***PAYABLE IN INSTALLMENTS:***

***\$95 DOWN PAYMENT AND 20 WEEKLY PAYMENTS OF \$20 (TOTAL \$495.00)***

**2 CXC Subjects - COST: \$595.00 CASH**

**Take two CXC subjects and get a 3rd CXC subject free. (Does not Include I.T or EDPM)**

***PAYABLE IN INSTALLMENTS:***

***\$95 DOWN PAYMENT AND 24 WEEKLY PAYMENTS OF \$30 (TOTAL \$815.00)***

**THERE IS A \$40.00 NON-REFUNDABLE REGISTRATION FEE FOR ALL CLASSES**

### ***CXC CONTINUING EDUCATION***

**The course for young school leavers. Five CXC's in just one year.**

***COURSE COMPONENTS ARE AS FOLLOWS:***

**Any 4 CXC General certificates from the following:**

- Mathematics
- English Language
- Accounts
- Principles of Business
- Office Administration
- Social Studies

**AND ONE OF THE FOLLOWING**

**CXC Information Technology or EDPM.**

**Also get a BONUS FREE SUBJECT**

**From any one our Professional Courses.**

**(That's a \$500 savings!!!)**

### ***COURSE TIMES***

***MONDAY - THURSDAY 10:00 a.m. - 3:00 p.m.***

***COST: \$1395.00 CASH***

***PAYABLE IN INSTALLMENTS:***

***\$295 DOWN PAYMENT AND \$40 PER WEEK FOR 30 WEEKS (TOTAL \$1495.00)***

**We help you to achieve success on your CXC classes. Lots of CXC Pass papers with solutions available.**

### ***ELECTRONIC DOCUMENT PREPARATION AND MANAGEMET (EDPM)***

***COURSE COMPONENTS ARE AS FOLLOWS:***

1. Word-processing (Ms Word)
2. Spreadsheets (Ms Excel)
3. Desktop Publishing & Power point

***DURATION: 1 YEAR COST: \$745.00 CASH***

***PAYABLE IN INSTALLMENTS:***

***\$95 DOWN PAYMENT AND 25 WEEKLY PAYMENTS OF \$30 (TOTAL \$845.00)***

### ***CXC INFORMATION TECHNOLOGY***

***COURSE COMPONENTS ARE AS FOLLOWS:***

1. Word Processing (Microsoft Word)
2. Database (Microsoft Access)
3. Spreadsheets (Microsoft Excel)
4. Applications and Implications
5. Programming - Pascal

***DURATION: 1 YEAR COST: \$745.00 CASH***

***PAYABLE IN INSTALLMENTS:***

***\$95 DOWN PAYMENT AND 25 WEEKLY PAYMENTS OF \$30 (TOTAL \$845.00)***

### ***SEPTEMBER COMPUTER SPECIALS***

**Take CXC IT or EDPM & 1 other CXC and get a 3<sup>rd</sup> CXC FREE.**

***DURATION: 1 YEAR COST: \$1095.00 CASH***

***PAYABLE IN INSTALLMENTS:***

***\$195 DOWN PAYMENT AND 25 WEEKLY PAYMENTS OF \$40 (TOTAL \$1195.00)***

## ***PROFESSIONAL COURSES***

1. QUICKBOOKS
2. COMPUTER REPAIRS
3. FOREX TRADING

### ***COURSE TIMES***

<b>COURSE</b>	<b>DAY</b>	<b>TIME</b>
Quick books	Fri	1:00 or 5:00 pm
Computer Repairs	Wed	1:00 pm
Options Trading	Tues	7:30 pm
Options Trading	Fri	9:00 am

### **Quick books & Computer Repairs**

***DURATION: 2 MONTHS COST: \$450 CASH***

Installments - \$100 Down Payment & \$50 weekly for 8 weeks (Total \$500)

### **Forex Trading**

***DURATION: 6 WEEKS COST: \$450 CASH***

Installments - \$200 Down Payment & \$50 weekly for 6 weeks (Total \$500)

### ***EXAMINATIONS***

***QUICK BOOKS AND COMPUTER REPAIRS STUDENTS ARE REQUIRED TO TAKE A CERTIFIED EXAMINATION.***

THERE IS A \$40.00 NON-REFUNDABLE REGISTRATION FEE FOR ALL CLASSES

## ***ADVANCED MANAGEMENT SERVICES***

Advanced Management Services (AMS) was opened on 1st May, 1995. The establishment offers full computer training and certificate courses in many computer applications. This training is not just for the executive who may need his/her computer skills upgraded but also for the person who knows absolutely nothing about computers. Our computer courses are presently among the very best in the island. We offer Social Studies, Mathematics, English Language, Accounts, Principles of Business, Office Administration, Information Technology, and E.D.P.M.

Advanced Management Services is presently among the top computer training facilities in Barbados. Group sizes are small with each student having access to his or her own computer. Here at AMS we accept students of all ages. Generally, students must be serious about their studies, ever bearing in mind that they have a goal to achieve. All students who complete their courses successfully receive recognised certificates.

Our aim is to provide efficient, complete and timely service far superior to those being offered around us. We believe that we are well on our way to achieving this. We welcome you to our school.

We assist our students with job placements. Visit [www.tojnetwork.com](http://www.tojnetwork.com) .

# **CXC COURSES AND PROFESSIONAL COURSES**

## **ADVANCED MANAGEMENT SERVICES COMPUTER SCHOOL**



### **Your Future Begins With Us**

**Advanced Management Services  
2nd Floor, Diamond Tower  
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**Email: [amservices@ymail.com](mailto:amservices@ymail.com)**

**Visit us at [www.amsschool.com](http://www.amsschool.com)**