

Institution	Synergy Bahamas Ltd		
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Chief Administrative Officer <i>(Director/President/Principal)</i>	Mr. Devon Leslie, Director of Training		
Registration Status	– R3 Registered: Registered with NAECOB		
Approved Training Programmes Offered at The Institution Please note that the following programmes are approved to be offered face-to-face/on-the-ground <u>only</u> .			
BUSINESS STUDIES (PROFESSIONAL DEVELOPMENT & CERTIFICATION PREPARATION COURSES) (July 2018)		INFORMATION TECHNOLOGY (CERTIFICATION PREPARATION COURSES) (July 2018)	
<ul style="list-style-type: none">o Introduction to Computers & Business Applicationso Perfecting the Art of Customer Serviceo Communication Skills for Business Professionalso Fundamentals of Bookkeepingo Office Procedures & Theoryo Team Leadership & Collaborationo Business Application Io Business Applications IIo Microsoft Word 2016 Coreo Microsoft Excel 2016 Coreo Microsoft Outlook 2016 Basic	<ul style="list-style-type: none">o PowerPoint 2016 Coreo Bahamian Lawo Digital Marketing And Social Media for Business Professionalso Principles of Business Managemento Human Resources Managemento QuickBooks Professional 2018o Entrepreneurship & Small Business Development (Oct. 2019)o Employment Law for Managers & Supervisors (Oct. 2019)	<ul style="list-style-type: none">o CompTIA IT Fundamentalso MTA Networking Fundamentalso CompTIA A+o CompTIA Network +o CompTIA Security+o Cisco Certified Entry Networking Techniciano ICND2 (CCNA Routing & Switching)o Installation, Storage & Computer with Windows Server 2016o Identify with Windows Server 2016o Fundamentals of Computer Networkingo CompTIA IT Foundationso Microsoft Certified Solutions Associateo Introduction to Software Development (Oct. 2019)	
DESIGN & MEDIA (PROFESSIONAL DEVELOPMENT & CERTIFICATION PREPARATION COURSES) (July 2018)		CULINARY ARTS (PROFESSIONAL DEVELOPMENT COURSES) (July 2018)	
<ul style="list-style-type: none">o Fundamentals of Arts Designo Graphic Design In Photoshopo Graphic Design In Illustratoro Graphic Design In InDesigno Introduction To Web Designo Introduction to Digital Film Production (Oct. 2019)o Introduction to Audio/Music Production (Oct. 2019)		<ul style="list-style-type: none">o Culinary Level Io Culinary Level IIo Introduction to Baking and Pastryo Baking and Pastry Level IIo Cake Decorating & Design (Sept. 2019)	
CAREER PREPARATION DIPLOMA PROGRAMMES (July 2018)		CAREER PREPARATION DIPLOMA PROGRAMMES (July 2018)	
<ul style="list-style-type: none">o Office Administration and Bookkeepingo Human Resource Administrationo Paralegal Studieso Business Management Studies		<ul style="list-style-type: none">o Information Technology Support Serviceso Digital Media & Design	
CAREER TRAINING & CERTIFICATION COURSES (Nov 2018)			
<ul style="list-style-type: none">o Advanced Bookkeeping & Accounting			

The National Accreditation and Equivalency
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