



Current Course Offerings

Prices are subject to change

INTRODUCTORY BASICS	COST	HOURS
Personal Computer Fundamentals	\$ 495	24
Windows Level I	\$ 495	21
Windows Level II	\$ 495	20
Job Search & Resume Preparation	\$ 595	30
BOOKKEEPING AND ACCOUNTING COURSES		
Manual Bookkeeping Level I	\$ 510**	20
Manual Bookkeeping Level II	\$ 510**	20
Payroll Legislation	\$ 1,275	60
Payroll Fundamentals Level 1	\$ 1,275	60
Payroll Fundamentals Level 2	\$ 1,275	60
QuickBooks	\$ 695	30
Sage 50 Premium Accounting	\$ 895	46
Sage 300 General Ledger	\$795	32
Sage 300 Accounts Payable	\$695	21
Sage 300 Accounts Receivable	\$695	21
Sage 300 Inventory Control	\$695	27
KEYBOARD AND TYPING COURSES		
Introduction to Keyboarding	\$ 495	19
Keyboard Speed Building Level I (25 wpm)	\$ 495	25
Keyboard Speed Building Level II (40 wpm)	\$ 495	25
Keyboard Speed Building Level III (55 wpm)	\$ 495	25
WORDPROCESSING COURSES		
Microsoft Word Level I	\$ 495	28
Microsoft Word Level II	\$ 495	37
Microsoft Word Level III	\$ 495	34
DATA MANAGEMENT & SPREADSHEET COURSES		
Microsoft Access Level I	\$ 495	27
Microsoft Access Level II	\$ 495	30
Microsoft Excel Level I	\$ 495	28
Microsoft Excel Level II	\$ 495	35
Microsoft Excel Level III	\$ 495	35

Visit us online at : www.aolpei.ca

OFFICE SKILLS COURSES

Business Correspondence Level I	\$ 650	32
Business Correspondence Level II	\$ 650	32
Customer Service Essentials	\$ 650	30
Office Procedures Level I	\$ 595	24
Office Procedures Level II	\$ 595	24
Employment Success Strategies	\$ 895	40
Punctuation & Writing Skills	\$ 495	16
Telephone Communication Skills	\$ 495	18
Telephone Sales	\$ 495	18

DESKTOP PUBLISHING

Microsoft PowerPoint Level I	\$ 495	25
Microsoft PowerPoint Level II	\$ 495	26
Microsoft Publisher	\$ 495	26

COMMUNICATIONS

Internet Fundamentals	\$ 495	22
Microsoft Outlook Level I	\$ 495	25
Microsoft Outlook Level II	\$ 495	25

MEDICAL COURSES

Health Unit Coordinator	\$ 1,595*	100
Medical Office Procedures	\$ 895	32
Medical Terminology	\$ 1,595*	200
Medical Transcription	\$ 1,595*	100
EHR Billing and Coding	\$ 895*	39

TECHNICAL COURSES

CompTIA A+ (220-1101)	\$ 1,595*	100
CompTIA A+ (220-1102)	\$ 1,595*	100
Network+	\$ 1,290*	60
Server+	\$ 1,290*	60
Security+	\$ 1,795*	100

BUSINESS MANAGEMENT COURSES

Business Economics	\$ 695	30
Business Math	\$ 495	16
Business Planning	\$ 495	16
Business Essentials	\$ 895	40
Business Financial Management	\$ 895	40
Business Law and Ethics	\$ 695	30

BUSINESS MANAGEMENT COURSES

	COST	HOURS
Business in the Digital Age	\$ 695	30
Business Negotiations and Contracts	\$ 695	30
Business Presentations	\$ 695	30
Business Supervisory Skills	\$ 695	30
Business Verbal Communications	\$ 695	30
Conference and Event Management	\$ 895	40
Event Marketing	\$ 695	30
Grammar Essentials for Business Writing	\$ 695	30
Human Resource Management	\$ 695	30
Management Fundamentals	\$ 895	36
Marketing and Sales	\$ 895	40
Principles of Selling	\$ 895	40
Professional Selling	\$ 895	40
Microsoft Project Level I	\$ 695	36
Microsoft Project Level II	\$ 695	30
Project Management Fundamentals Level I	\$ 1,100	36
Project Management Fundamentals - Level II	\$ 895	30
Workplace Success/Intrapreneurship	\$ 895	32

WEB DESIGN

Illustrator Basics	\$ 1,200	40
PhotoShop Basics	\$ 1,200	40
Dreamweaver 1	\$ 1,200	50
Dreamweaver 2	\$ 1,200	40
Flash Basics	\$ 1,200	40
JavaScript for Designers	\$ 1,200	40
HTML and CSS Essentials	\$ 1,200	60
Information Design	\$ 600	20
Web Practical Simulation	\$ 995	60
Color Theory	\$ 600	25
Web Portfolio Design	\$ 600	25
Web 101	\$ 600	25
Introduction to Web Design	\$ 495	20
Web Design I	\$ 1,200	50
Fundamentals of Typography	\$ 600	20
Dynamic Development with PHP	\$ 1,200	60
WordPress Development	\$1,295	50

*Book costs including GST

Health Unit Coordinator \$165.00
 Medical Terminology \$115.00
 Medical Transcription \$125.00
 EHR Billing and Coding \$225.00
 CompTIA Security + \$90.00
 CompTIA Network + \$115.00
 CompTIA Server + \$150.00
 CompTIA A+ (220-1101 & 220-1102) \$110.00

**Total cost Includes the books

Bookkeeping Level I
 Bookkeeping Level II

*** All other courses include e-books, print copies are available for purchase. See admin for pricing. Prices are subject to change.

Visit us online at : www.aolpei.ca