



Current Course Offerings

Prices are subject to change

INTRODUCTORY BASICS	COST	HOURS
Personal Computer Fundamentals	\$ 520	24
Windows Level I	\$ 520	21
Windows Level II	\$ 520	20
Job Search & Resume Preparation	\$ 625	30
BOOKKEEPING AND ACCOUNTING COURSES		
Manual Bookkeeping Level I	\$ 535**	20
Manual Bookkeeping Level II	\$ 535**	20
Payroll Legislation	\$ 1,340	60
Payroll Fundamentals Level 1	\$ 1,340	60
Payroll Fundamentals Level 2	\$ 1,340	60
QuickBooks	\$ 730	30
Sage 50 Accounting	\$ 995	46
Sage 300 General Ledger	\$ 800	32
Sage 300 Accounts Payable	\$ 800	21
Sage 300 Accounts Receivable	\$ 800	21
Sage 300 Inventory Control	\$ 800	27
KEYBOARD AND TYPING COURSES		
Introduction to Keyboarding – Typaz Level 1	\$ 520	19
Keyboarding – Typaz Level 2 (25 wpm)	\$ 520	25
Keyboarding – Typaz Level 3 (40 wpm)	\$ 520	25
Keyboarding – Typaz Level 4 (55 wpm)	\$ 520	25
WORDPROCESSING COURSES		
Microsoft Word Level I	\$ 520	28
Microsoft Word Level II	\$ 520	37
Microsoft Word Level III	\$ 520	34
DATA MANAGEMENT & SPREADSHEET COURSES		
Microsoft Access Level I	\$ 520	27
Microsoft Access Level II	\$ 520	30
Microsoft Excel Level I	\$ 520	28
Microsoft Excel Level II	\$ 520	35
Microsoft Excel Level III	\$ 520	35

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OFFICE SKILLS COURSES

Business Correspondence Level I	\$ 685	32
Business Correspondence Level II	\$ 685	32
Customer Service Essentials	\$ 685	30
Office Procedures Level I	\$ 630	24
Office Procedures Level II	\$ 630	24
Employment Success Strategies	\$ 950	40
Punctuation & Writing Skills	\$ 520	16
Telephone Communication Skills	\$ 520	18
Telephone Sales	\$ 520	18

DESKTOP PUBLISHING

Microsoft PowerPoint Level I	\$ 520	25
Microsoft PowerPoint Level II	\$ 520	26
Microsoft Publisher	\$ 520	26

COMMUNICATIONS

Internet Fundamentals	\$ 520	22
Microsoft Outlook Level I	\$ 520	25
Microsoft Outlook Level II	\$ 520	25

MEDICAL COURSES

Health Unit Coordinator	\$ 1,675*	100
Medical Office Procedures	\$ 950	32
Medical Terminology	\$ 1,890*	200
Medical Transcription	\$ 1,675*	100
EHR Billing and Coding	\$ 950*	39

TECHNICAL COURSES

CompTIA A+ (220-1101)	\$ 1,675*	100
CompTIA A+ (220-1102)	\$ 1,675*	100
Network+	\$ 1,350*	60
Server+	\$ 1,350*	60
Security+	\$ 1,890*	100

BUSINESS MANAGEMENT COURSES

Business Economics	\$ 730	30
Business Math	\$ 520	16
Business Planning	\$ 520	16
Business Essentials	\$ 950	40
Business Financial Management	\$ 950	40
Business Law and Ethics	\$ 730	30

BUSINESS MANAGEMENT COURSES	COST	HOURS
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Business in the Digital Age	\$ 730	30
Business Negotiations and Contracts	\$ 730	30
Business Presentations	\$ 730	30
Business Supervisory Skills	\$ 730	30
Business Verbal Communications	\$ 730	30
Business Writing Essentials	\$ 730	30
Conference and Event Management	\$ 950	40
Event Marketing	\$ 730	30
Human Resource Management	\$ 730	30
Management Fundamentals	\$ 950	36
Marketing and Sales	\$ 950	40
Principles of Selling	\$ 950	40
Professional Selling	\$ 950	40
Microsoft Project Level I	\$ 730	36
Microsoft Project Level II	\$ 730	30
Project Management Fundamentals Level I	\$ 1,155	36
Project Management Fundamentals - Level II	\$ 950	30
Workplace Success/Intrapreneurship	\$ 950	32

WEB DESIGN

Illustrator Basics	\$ 1,260	40
PhotoShop Basics	\$ 1,260	40
Dreamweaver 1	\$ 1,260	50
Dreamweaver 2	\$ 1,260	40
Flash Basics	\$ 1,260	40
JavaScript for Designers	\$ 1,260	40
HTML and CSS Essentials	\$ 1,260	60
Information Design	\$ 630	20
Web Practical Simulation	\$ 1,045	60
Color Theory	\$ 630	25
Web Portfolio Design	\$ 630	25
Web 101	\$ 630	25
Introduction to Web Design	\$ 520	20
Web Design I	\$ 1,260	50
Fundamentals of Typography	\$ 630	20
Dynamic Development with PHP	\$ 1,260	60
WordPress Development	\$1,360	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 + \$110.00
 CompTIA Network + \$100.00
 CompTIA Server + \$150.00
 CompTIA A+ (220-1101 & 220-1102) \$115.00

**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.
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