



Simply a BETTER Way to Learn!

Current Course Offerings

Prices are subject to change

INTRODUCTORY BASICS	COST	HOURS
Introduction to Personal Computers	\$ 325	20
Windows Level I	\$ 325	20
Windows Level II	\$ 325	20
Windows Combo (Level I & II)	\$ 600	40
Job Search & Resume Preparation	\$ 500	30
BOOKKEEPING AND ACCOUNTING COURSES		
AccPac Plus General Ledger	\$ 325	18
AccPac Plus Accounts Payable	\$ 325	18
AccPac Plus Accounts Receivable	\$ 325	18
AccPac Plus Combo (G/L; A/P; A/R)	\$ 900	54
Basic Bookkeeping Terms & Concepts	\$ 225	10
Manual Bookkeeping Level I	\$ 325	20
Manual Bookkeeping Level II	\$ 325	20
Manual Bookkeeping (Level I & II)	\$ 600	40
Payroll Legislation	\$ 995	60
Payroll Fundamentals Level 1	\$ 995	60
Payroll Fundamentals Level 2	\$ 995	60
QuickBooks	\$ 325	20
Simply Accounting	\$ 650	46
KEYBOARD AND TYPING COURSES		
Introduction to Keyboarding	\$ 325	18
Keyboard Speed Building Level I (25 wpm)	\$ 325	25
Keyboard Speed Building Level II (40 wpm)	\$ 325	25
Keyboard Speed Building Level III (55 wpm)	\$ 325	25
Keyboard Speed Building Combo (Intro, Level I & II)	\$ 900	68
WORDPROCESSING COURSES		
Microsoft Word Level I	\$ 325	20
Microsoft Word Level II	\$ 325	25
Microsoft Word Level III	\$ 325	25
Microsoft Word Combo (Level I, II & III)	\$ 900	70
WordPerfect Level I	\$ 325	20
WordPerfect Level II	\$ 325	20
WordPerfect Level III	\$ 325	20
WordPerfect Combo (Level I, II & III)	\$ 900	60

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DATA MANAGEMENT & SPREADSHEET COURSES	COST	HOURS
Microsoft Access Level I	\$ 325	25
Microsoft Access Level II	\$ 325	25
Microsoft Access Combo (Level I & II)	\$ 600	50
Microsoft Excel Level I	\$ 325	20
Microsoft Excel Level II	\$ 325	25
Microsoft Excel Level III	\$ 325	25
Microsoft Excel Combo (Level I, II & III)	\$ 900	70
Lotus 1-2-3 for Windows Level I	\$ 325	20
Lotus 1-2-3 for Windows Level II	\$ 325	20
Lotus 1-2-3 for Windows Combo (Level I & II)	\$ 600	40
OFFICE SKILLS COURSES		
Business Correspondence Level I	\$ 475	32
Business Correspondence Level II	\$ 475	32
Business Correspondence Combo (Level I & II)	\$ 850	48
Call Centre Industry Overview	\$ 325	20
Call Centre Equipment and Technology	\$ 325	18
Career Options and Opportunities	\$ 325	18
Customer Service	\$ 325	20
Office Procedures Level I	\$ 395	24
Office Procedures Level II	\$ 395	24
Office Procedures Combo (Level I & II)	\$ 750	48
Punctuation & Writing Skills	\$ 325	16
Team Dynamics and Personal Development	\$ 325	18
Telephone Communication Skills	\$ 325	18
Telephone Sales	\$ 325	18
DESKTOP PUBLISHING		
Microsoft PowerPoint Level I	\$ 325	24
Microsoft PowerPoint Level II	\$ 325	24
Microsoft PowerPoint Combo (Level I & II)	\$ 600	48
Microsoft Publisher	\$ 325	20
Microsoft FrontPage	\$ 325	20
COMMUNICATIONS		
Introduction to the Internet	\$ 325	18
Microsoft Outlook Level I	\$ 325	15
Microsoft Outlook Level II	\$ 325	15
Microsoft Outlook Combo (Level I & II)	\$ 600	30
MEDICAL COURSES		
Health Unit Coordinator	\$ 995	80
Medical Office Procedures	\$ 650	40
Medical Terminology	\$ 995	80
Medical Transcription	\$ 995	85
TECHNICAL COURSES		
CompTIA A+ Certification: IT Technician	\$1,100	80
CompTIA A+ Certification: Essentials	\$1,100	80
Network+/Server+	\$1,100	80
Security+	\$1,495	100

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BUSINESS MANAGEMENT COURSES

	COST	HOURS
Business Economics	\$ 500	30
Business Math	\$ 325	20
Business Planning	\$ 325	16
Business Essentials	\$ 650	40
Business Financial Management	\$ 650	40
Business Law and Ethics	\$ 500	30
Business in the Electronic Age	\$ 500	30
Business Negotiations and Contracts	\$ 500	30
Business Presentations	\$ 500	30
Business Supervisory Skills	\$ 500	30
Business Verbal Communications	\$ 500	30
Event Marketing	\$ 500	30
Grammar Essentials for Business Writing	\$ 500	30
Human Resource Management	\$ 500	30
Management Fundamentals	\$ 650	40
Marketing Administration	\$ 650	40
Marketing and Sales	\$ 650	40
Microsoft Project Level I	\$ 500	30
Microsoft Project Level II	\$ 500	30
Microsoft Project Combo (Level I & II)	\$ 900	60
Project Management Fundamentals Level I	\$ 650	36
Project Management Fundamentals - Level II	\$ 500	30
Project Management Fundamentals Combo (Level I & II)	\$ 950	60
Workplace Success/Intrapreneurship	\$ 600	32

WEB DESIGN

Adobe Illustrator 10 Basic Concepts	\$ 550	30
Adobe PhotoShop	\$ 995	60
Dreamweaver	\$ 650	40
Web Graphics Using Fireworks	\$ 900	40
Flash Basics	\$ 900	40
Flash Experience Design	\$ 550	20
Writing Javascript/DHTML	\$ 900	40
XHTML and CSS Essentials	\$900	40

MICROSOFT CERTIFICATIONS

Microsoft Windows Server 2003 Network Security Design	\$ 995	60
MS Windows XP Professional Administration & Maintenance	\$ 1,495	100
MS Windows Server 2003 Environment Management &	\$ 1,495	100
MS Windows Server 2003 Network Services Management	\$ 1,995	140
MS Windows Server 2003 Network Services Planning &	\$ 1,495	100
MS Windows Server 2003 Active Directory Strategy &	\$ 1,495	100
MS Windows Server 2003 Active Directory and Network	\$ 1,495	100
Planning, Implementing, Managing and Maintaining a Microsoft	\$ 1,495	100
Implementing and Managing Microsoft Exchange Server 2003	\$ 1,495	100
Supporting Microsoft Windows XP Client Operation Systems	\$ 1,200	80
Supporting & Troubleshooting Applications on Microsoft Windows	\$ 1,200	80
Microsoft Exchange Server 2003 Administration & Maintenance	\$ 1,495	100

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