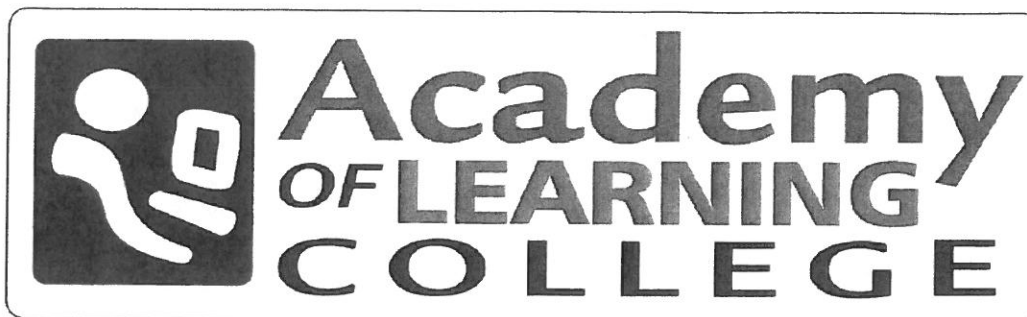


Course and Price List

Page 1

Course Name	Price	Hours
Access 2013 - Level 1	400.00	27
Access 2013 - Level 2	425.00	30
Access 2013 Combo	760.00	57
Alberta Basic Security Training	395.00	40
Alberta Investigator Training Course	450.00	72
Basic Bookkeeping - Level 1	400.00	30
Basic Bookkeeping - Level 2	425.00	20
Basic Bookkeeping Combo	760.00	50
Business in the Digital Age	580.00	30
Business Economics	580.00	30
Business Essentials	730.00	40
Business Financial Management	730.00	40
Business Law & Ethics	580.00	30
Business Math	400.00	22
Business Negotiations and Contracts	580.00	30
Business Planning	400.00	16
Business Presentations	580.00	30
Business Correspondence - Level 1	570.00	32
Business Correspondence - Level 2	610.00	32
Business Correspondence Combo	1115.00	64
Business Supervisory Skills	580.00	30
Grammar Essentials for Business Writing	580.00	30
Customer Service	550.00	30
Employment Success Strategies	730.00	40
English Success! General	350.00	Access for 90 days
English Success! ESP	350.00	Access for 90 days
English Success! IELTS	350.00	Access for 90 days
Excel 2013 Level 1	400.00	28
Excel 2013 Level 2	425.00	35
Excel 2013 Level 3	445.00	35
Excel 2013 Combo	1190.00	98
Human Resource Management	575.00	30
Internet Fundamentals	400.00	22
PC Fundamentals for End Users	400.00	24
PC Fundamentals for Technical Users	400.00	24
Job Search and Resume Writing	550.00	30



Course and Price List

Page 2

Course Name	Price	Hours
Introduction to Keyboarding	255.00	19
Keyboard Skillbuilding Level 1 (25wpm)	400.00	25
Keyboard Skillbuilding Level 2 (40wpm)	425.00	25
Keyboard Skillbuilding Level 3 (55wpm)	445.00	25
Keyboard Skillbuilding Combo (Introduction, Level 1 and 2	965.00	75
Management Fundamentals	780.00	36
Marketing Administration	780.00	40
Marketing & Sales	730.00	40
Office Procedures - Level 1	430.00	24
Office Procedures - Level 2	460.00	24
Office Procedures Combo	850.00	48
Outlook 2013 - Level 1	400.00	25
Outlook 2013 - Level 2	425.00	25
Outlook 2013 Combo	760.00	50
Publisher 2013	400.00	26
PowerPoint 2013 - Level 1	400.00	24
PowerPoint 2013 - Level 2	425.00	26
PowerPoint 2013 Combo	760.00	50
Project 2013 - Level 1	605.00	30
Project 2013 - Level 2	605.00	30
Project 2013 Combo	1145.00	60
Project Management Fundamentals - Level 1	780.00	36
Project Management Fundamentals - Level 2	600.00	30
QuickBooks Premium 2012	460.00	29
Sage 50 Premium Accounting 2013	780.00	46
Windows 7 - Level 1	400.00	21
Windows 7 - Level 2	412.00	20
Windows 7 Combo	760.00	41
Word 2013 - Level 1	400.00	28
Word 2013 - Level 2	425.00	37
Word 2013 - Level 3	445.00	34
Word 2013 Combo	1190.00	99