



Individual Course List*

Spring 2018

	Course Title	Hrs	Start	End	Schedule
	Data Entry and Keyboarding	12	06-Apr	11-May	Fri 10:00 am – 12:00 pm
	Intro to Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access)	30	10-Apr	12-Jun	Tue 1:00 pm – 4:00 pm
	MS Word 2013 Core	21	09-Apr	28-May	Mon 1:00 pm – 4:00 pm
	MS Excel 2013 Core	48	12-Apr	01-Jun	Thu and Fri 1:00 pm- 4:00 pm
	MS Excel 2013 Expert	36	18-April	16-May	Wed 10:00 am – 4:00 pm
	MS Excel 2013 Expert Space Limited	45	17-May	15-Jun	Mon and Wed 1:00 pm – 4:00 pm
	MS Excel 2013 Expert	36	07 June	13-Jul	Thu and Fri 1:00 pm- 4:00 pm
	MS Outlook 2013 Space Limited	21	07-June	22-June	Wed, Thu, and Fri 9:00 am – 12:00 pm
	MS Access (In-depth course)	75	21-June	30-July	Wed, Thu and Fri 9:00 am – 4:00 pm
	Intro to Desktop Publishing (Illustrator, Photoshop, Publisher)	66	01-Aug	14-Sep	Mon, Tues, Wed 9:00 am – 4:00 pm
	SAP (Accounting and Finance)	40	Continuous Intake		Sat 10:00 am – 3:30 p m
	SAP (Human Resources)	40	Continuous Intake		Sat 10:00 am – 3:30 pm
	SAP (Supply Chain)	40	Continuous Intake		Sat 10:00 am – 3:30 pm

* These courses do not require approval under the Private Career Colleges Act, 2005.
Sufficient student enrolment is required to start a course.

Bookkeeping	42	11-Apr-2018	24-May-2018	Wed and Thu 4:00 pm – 7:00 pm
Bookkeeping Space Limited	48	19-Jun-2018	16-Aug-2018	Tues and Thu 9:00 am – 12:00 pm
Quickbooks	24	28-May	19-Jun	Mon and Tues 1:00 pm – 4:00 pm
Business Communication	21	17-Apr	22-May	Tue 10:00 am – 12:00 pm
Storytelling with Text and Pictures using Microsoft Word 4 workshop series (Free)	8	04-May	25-May	Fri 1:00 pm – 3:00 pm
Reception	22	18-Apr	27-June	Wed 1:30 pm – 3:30 pm
Medical Terminology	42	12-Apr	31-May	Thu and Fri 4:30 pm – 7:30 pm
Medical Terminology Level 2	66	16-Apr	26-Jun	Mon and Wed 4:30 pm – 7:30 pm
Medical Billing	36	16-Apr-2018	09-May-2018	Mon, Tue and Wed 9:30 am – 12:30 pm

Information Sessions Held Wednesdays and Thursdays
2:00 p.m. to 4:00 p.m.
WORKING SKILLS CENTRE
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