



SASKATOON
BUSINESS COLLEGE
EST. 1907

"We Make Dreams Happen"

www.saskbusinesscollege.com

Evening Certificate Programs 2008-2009

244-6333

Course Name	Tuition (+GST)	Books (+Taxes)	Schedule
ADOBE PHOTOSHOP CS3 Jan 12 to Feb 11, 2009	\$325	\$60	Mon & Wed 6:30 - 8:30 20 hours/ 5 weeks
SIMPLY ACCOUNTING 2007 Sept 15 to Oct 20 Nov 3 to Dec 8 Jan 12 to Feb 11, 2009	\$250	\$60	Monday and Wednesday 6:30 to 8:30 p.m. 20 hours/ 5 weeks
KEYBOARDING FOR BEGINNERS AND/OR REFRESHER Sept 15 to Nov 5 Jan 12 to Mar 9 Mar 16 to May 11	\$250	\$10	Monday and Wednesday 6:30 to 8:30 p.m. 30 hours/ 7.5 weeks
MICROSOFT OFFICE 2007 & VISTA Introduction Sept 16 to Nov 18 Jan 13 to Mar 19, 2009 Mar 24 to May 28	\$450	\$50	Tuesday and Thursday 6:30 to 9:00 p.m. 45 hours/ 9 weeks
UPGRADE FROM MICROSOFT OFFICE 2003 to 2007 Sept 15 to Oct 8 Oct 15 to Nov 12 Nov 17 to Dec 10	\$275	\$50	Mon & Wed 6:30 - 9:00 20 hours/ 7 weeks
EXCEL 2007 - INTRODUCTION Oct 27 to Dec 1 Feb 23, 2009 to Mar 25, 2009 May 11, 2009 to June 17	\$275	\$50	Mon & Wed 6:30 - 8:30 20 hours/ 5 weeks
MICROSOFT WORD 2007 INTRODUCTION Sept 15 to Oct 20 Jan 12, 2009 to Feb 11, 2009 Mar 30, 2009 to May 6, 2009	\$275	\$50	Mon & Wed 6:30 - 8:30 20 hours/ 5 weeks
ACCOUNTING 411 Sept 16 to Dec 9 Jan 13 to Apr 9	\$325	\$100	Tues & Thurs 6:30 to 8:30 p.m. 48 hours/ 12 weeks
MEDICAL ANATOMY & TERMINOLOGY 912 Sept 17, 2008 to Jan 26, 2009 (plus Mondays Jan 12, 19, 26) Jan 28 to June 8, 2009 (plus Mondays May 25, June 1, 8)	\$400	\$150	Wednesday and some Mondays 6:30 to 8:30 p.m. 40 hours/ 20 weeks
LEGAL PROCEDURES 812 AND LEGAL KEYBOARDING 815 Sept 17, 2008 to Jan 26, 2009 (plus Mondays Jan 12, 19, 26) Jan 28 to June 8, 2009 (plus Mondays May 25, June 1, 8)	\$275	\$250	Wed & some Mondays 6:30 - 8:00 30hours/ 20 weeks

Courses in Medical Computer Applications & Voice Transcription as well as an Administrative Assistant Refresher are offered.

Please contact SBC for available classes

GST is not included in pricing

CERTIFICATE ISSUED UPON SUCCESSFUL COMPLETION

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Call to register 244-6333

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