



Name of the Course	Course Dates
<b>Saturdays</b>	
PowerPoint	Aug 15, 22 9:30 AM – 1:30 PM
Excel Level I – Essentials	Aug 29, Sept 5 9:30 AM – 1:30PM
Excel Level II – Intermediate	Sept 12, 19, 26 9:30 AM – 1:30 PM
Word Level I – Essentials	Oct 3, 10 9:30AM -1:30PM
Word Level II – Intermediate	Oct 17, 24 9:30AM – 1:30PM
PC Fixing / Repairing / Troubleshooting	Aug 15, 22, 29 9:00AM – 1:00PM
A+ Certification	Jul 25, Aug 8, 15, 22, 29 9:30 AM – 4:30 PM
Microsoft Windows Server 2003 Exam 70-290	Aug 15 9:30AM – 1:30PM
<b>Monday to Friday</b>	
ACCESS I –Essentials	Aug 17 (1:30PM -5:30PM) Aug 19 (1:30PM – 5:30PM) Aug 21 (1:30PM – 5:30PM) Aug 21 (6:30PM – 9:30PM) Lab
ACCESS II - Intermediate	Aug 24 (1:30PM -5:30PM) Aug 26 (1:30PM – 5:30PM) Aug 28 (1:30PM – 5:30PM) Aug 28 (6:30PM – 9:30PM) - LAB
Word I - Essentials	Aug 31 (1:30PM -5:30PM) Sept 2 (1:30PM – 5:30PM) Sept 4 (1:30PM – 5:30PM) Sept 4(6:30PM – 9:30PM)
Word II - Intermediate	Sept 7 (1:30PM -5:30PM) Sept 9 (1:30PM – 5:30PM) Sept 11 (1:30PM – 5:30PM) Sept 11 (6:30PM – 9:30PM) - LAB
Excel I – Essentials	Sept 14 (1:30PM -5:30PM) Sept 16 (1:30PM – 5:30PM) Sept 18 (1:30PM – 5:30PM) Sept 18 (6:30PM – 9:30PM) - LAB
Excel II - Intermediate	Sept 21 (1:30PM -5:30PM) Sept 23 (1:30PM – 5:30PM) Sept 24 (1:30PM – 5:30PM) Sept 25 (6:30PM – 9:30PM) - LAB
Outlook Essentials	Sept 28 (1:30PM -5:30PM) Sept 30 (1:30PM – 5:30PM) Oct 1 (1:30PM – 5:30PM) Oct 2 (6:30PM – 9:30PM) - LAB
<b>Evenings</b>	
Accounting Basics	Aug 10, 12, 17, 19 (6:30PM – 9:30PM) <b>M/W</b>
QuickBooks Pro - Basics	Aug 24, 26, 31, Sept 2, 7 6:30PM – 9:30PM (M / W)
ACCPAC	Aug 25, 27, 1, 3, 8, 10, 15, 17, 22,24,29 (Tu/Th)

Simply Accounting	Jun 29, Jul 6, 8, 13, 15 (M/W)
<b>Income Tax Preparation – Personal</b>	<b>August 17 10 Weeks</b>
<b>Income Tax Preparation - Corporate</b>	<b>Sept 14 10 Weeks</b>
<b>Canadian Payroll Administrator</b> Preparation to pass the CPA exam	Aug 17 5 weeks