

## Kelowna / Surrey– COURSES 2020

<b>COURSES – Class 10-30</b>			<b>Length</b>
<b>BUSINESS</b>			
Advanced Certificate in Business	\$12,760(D) \$13,510 (I)	1200 hours	1 year
Advanced Diploma in Business	\$25,270 (D) \$26,270 (I)	2400 hours	2 years
Business Administration with Accounting Specialization	\$9,210 (D) \$10,210 (I)	1056 hours	11 month
Business Admin with ESL	\$12,760(D) \$13,510 (I)	1200 hours	1 year
<b>SOFTWARE DEVELOPMENT</b>			
Advanced Certificate in Computing: Software Development	\$12,760(D) \$13,510 (I)	1200 hours	1 year
Advanced Diploma in computing: Software Development	\$25,270 (D) \$26,270 (I)	2320 hours	2 years
Post Graduate Diploma: Information Technology Advanced Security Specialist	\$22,260 (D) \$23,010 (I)	2320 hours	2 years
<b>TRAVEL &amp; TOURISM</b>			
Advanced Certificate in Travel & Tourism	\$12,760(D) \$13,510 (I)	1200 hours	1 year
Advanced Diploma in Travel & Tourism	\$25,270 (D) \$26,270 (I)	2320 hours	2 year
<b>CERTIFICATE PROGRAMS</b>			
Office Manager Certificate	\$4,570 (D)	288 hours	12 weeks
Accounting Assistant Certificate	\$4,570 (D)	288 hours	12 weeks
Bylaw Enforcement Officer Level 1	\$995 + \$50 Book + \$250 registration	40 hours	1 week
Bylaw Enforcement Officer Level 2	\$995 + \$50 Book + \$250 registration (waived if continuing straight	40 hours	1 week
<b>ENGLISH COURSES</b>			
English as a Second Language ESL (Crash Course)	\$3,300 + \$1,000 application, \$250 assessment = <b>\$4,550</b>	264 hours	11 Weeks

## Kelowna

<b>SHORT COURSES</b>			<b>Min – Max Class Size</b>
Introduction to Computers Using Windows	\$395	24 Hours of Class	1 -20
Keyboarding	\$260	21 Hours of Class	
Excel Level 1	\$395	24 Hours of Class	
Excel Level 2	\$395	24 Hours of Class	
Word Level 1	\$395	24 Hours of Class	
Word Level 2	\$395	24 Hours of Class	
PowerPoint	\$395	24 Hours of Class	
Microsoft Publisher	\$395	24 Hours of Class	
Microsoft Outlook	\$395	24 Hours of Class	
Microsoft Access	\$395	24 Hours of Class	
Vocational Counselling and Job Search using Computers	\$795	42 Hours of Class	
Introduction to Bookkeeping	\$395	25 Hours of Class	
Payroll Principles	\$795	50 Hours of Class	
College Accounting Level 1	\$990	2 weeks	
College Accounting Level 2	\$990	2 weeks	
QuickBooks Level 1	\$395	24 Hours of Class	
QuickBooks Level 2	\$395	24 Hours of Class	
Sage 50 Level 1	\$395	24 Hours of Class	
Sage 50 Level 2	\$395	24 Hours of Class	