COMPUTER – MEDICAL - ACCOUNTING PROGRAMS

REGISTRATION: Ongoing - call to schedule appointment
Class Times: 9:00am -12:00pm, 12:30pm - 2:30pm or as scheduled with your instructor
Open Enrollment - classes are self-paced and may start any time you and your instructor agree

Certificates are awarded upon successful completion of each course.

COURSE TITLES	DAYS	TUITION FEES	BOOK FEES
ACCOUNTING			
Accounting Basics (48 hours) ^	M-F	$380	$96
Payroll Accounting (48 hours) ^	M-F	$380	$110
QuickBooks 1 or 2 (36 hours) ^	M-F	$350	$40 each
Excel for Accounting	M-F	$380	$100
COMPUTER TRAINING (INDIVIDUALIZED)			
Microsoft Word 1, 2, or 3 (24 hours each) ^	M-F	$340	$44 each
Microsoft Excel 1, 2, or 3 (24 hours each) ^	M-F	$340	$44 each
Microsoft Access 1, 2, or 3 (24 hours each) ^	M-F	$340	$44 each
Microsoft PowerPoint 1, 2 or 3 (24 hours each) ^	M-F	$340	$44 each
Microsoft Outlook (24 hours)	M-F	$325	$29
Microsoft Publisher (48 hours)	M-F	$380	$115
Keyboarding / Refresher Key (21 hours / 9 hours)	M-F	$280 / 80	$00
Group Instruction (as scheduled)	Call	Call	
MEDICAL OFFICE TRAINING			
Electronic Health Records (48 hours) ^	M - W - F	$380	$112
Medical Terminology (48 hours) ^	M - W - F	$380	$95
Medical Office Procedures (48 hours) ^	M - W - F	$380	$245
Medical Insurance Billing (48 hours) ^	M - W - F	$380	$158
Medical Coding Basic (48 hours each) ^	M - W - F	$380	$119
Coding for Certification (80 hours) ^	M - W - F	$2,400	included
Coding Test Prep Certification (12 hours)	M - W - F	$500	

^ Inquire about prerequisites
Med Class days & times as scheduled with instructor IF NOT 9-12 or 12:30 – 2:30pm

Computer / Accounting Training:
Richard Barber (rbarber@adultlearningcenter.org)
603-882-9080 ext. 2230

Medical Office Training
Michelle Lenzi (mlenzi@adultlearningcenter.org)
603-882-9080 ext. 2218