

COMPUTER - MEDICAL - ACCOUNTING PROGRAMS

General Information

Curriculum - self-paced, hands-on classes with one-on-one instruction as needed.

Computer Lab - houses 11 Dell OptiPlex 3050 workstations for our students.

Flexibility - attend classes as many days per week based on YOUR schedule. YOU decide which days and hours right for you.

Enrollment - registration is ongoing. Classes may start any time you and your instructor agree upon.
Call to schedule appointment

Recognition of Achievement - *Certificate of Completion* awarded upon completion of class.

Classroom Hours (August 26, 2019 - June 16, 2020)

| Program | Days per Week | Morning Hours | Lunch | Afternoon Hours | Evening Hours |
|---------------------|-----------------|---------------|----------------|-----------------|------------------------|
| Medical | Mon / Wed / Fri | 7:30am - 12pm | 12pm - 12:30pm | 12pm - 3:30pm | Wed 3:30pm - 8:30pm |
| Computer Accounting | Mon - Fri | 9am - 12pm | n/a | 12pm - 2:15 pm | Mon 5pm - 8pm |

Alternative / additional hours may be scheduled with your instructor.

Tuition & Fees

| Course Titles | Days | Tuition | Textbooks |
|--|-----------|------------|-----------|
| ACCOUNTING | | | |
| Accounting Basics (48 hours) ^ | M-F | \$380 | \$50 |
| Payroll Accounting (48 hours) ^ | M-F | \$380 | \$114 |
| QuickBooks 1 or 2 (36 hours) ^ | M-F | \$350 | \$45 each |
| Excel for Accounting | M-F | \$380 | \$102 |
| 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 | \$180 / 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

Medical Class days & times as scheduled with instructor **IF NOT** 9-12 or 12:30 – 2:30pm

Computer / Accounting Training:

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Medical Office Training

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