



Learn Anytime, Anywhere

New classes start January 15, 2020

[Accounting / Bookkeeping 411](#)

Introductory accounting: debits, credits, reconciliation, payroll for business and accounting.

Tuition: \$600 | Length 12 weeks

[Financial Accounting 412](#)

Learn to analyze transactions and best accounting practices for business.

Tuition: \$700 | Length 16 weeks

[Payroll Administration Fundamentals 530](#)

Learn the basics of payroll administration

Tuition: \$550 | Length 6 weeks

[Personal Finance](#)

Learn how to save, earn, invest and master credit

Tuition: \$150 | Length 6 weeks

[Records Information Management 522](#)

Learn to manage digital and paper files and records effectively.

Tuition: \$550 | Length 6 weeks

[Keyboarding](#)

Gain knowledge and skills with touch keyboarding. Train to type approximately 25 words per minute (WPM) with reasonable accuracy

Tuition: \$450 | Length 4 weeks

[Medical Anatomy and Terminology 912](#)

Learn or refresh your knowledge—for medical office professionals.

Tuition: \$700 | Length 16 weeks

[Medical Clinical Procedures 925 - Theory](#)

Understand the administrative and clinical procedures of a primary health care facility

Tuition: \$550 | Length 6 weeks

[Medical Administrative Procedures 914](#)

Designed to introduce students/workers to the administrative duties and procedures performed in a medical office/hospital

Tuition: \$550 | Length 6 weeks

[Unit Assistant Procedures 950](#)

Understand the duties of the unit assistant including ordering and stocking of supplies, and assisting patients to appointments within the hospital

Tuition: \$550 | Length 6 weeks

All courses may be used as credit towards a relevant diploma program.

**SBC reserves the right to cancel a class if minimum enrollment is not reached.*

To register: www.sbccollege.ca/online-learning