



CONNECT TO A BRIGHTER FUTURE!

Learn online with Saskatoon Business College

Classes start Jan. 19, April 17, & Sept. 18

Medical Anatomy & Terminology 912

Learn or refresh your knowledge for medical office professionals.
Tuition: \$700 | Length: 16 weeks | Online

Medical Administrative Procedures 914

Legal, ethical & professional admin procedures for medical offices.
Tuition: \$450 | Length: 4 weeks | Online

Payroll Admin Fundamentals 530

Learn the basics of Canadian payroll administration.
Tuition: \$550 | Length: 6 weeks | Online

Records Information Management 522

Learn analogue and digital filing systems for office management.
Tuition: \$550 | Length: 6 weeks | Online

- Certificate awarded upon completion.
- Courses maybe used as credit towards SBC diploma.

Mathematics 311

Solve and prove simple business calculations and problems for business.
Tuition: \$550 | Length: 6 weeks | Online

Keyboarding

Gain approx. 25 wpm with accuracy and gain confidence in the workplace.
Tuition: \$450 | Length: 20 hours | Online

Microsoft Word (2016) 672

Learn Word 2016 and gain confidence with typing and business documents.
Tuition: \$700 | Length: 16 weeks | Online

Marketing 518

Think like a marketer and learn about the challenges of the global marketplace.
Tuition: \$600 | Length: 8 weeks | Online

Personal Finance 314

EnRICHed Academy teaches students how to earn, save, invest, master credit and their careers through video-based learning.
Tuition: \$150 | Length: 6 weeks | Online

Accounting / Bookkeeping 411

Debits, credits, reconciliations, payroll for business and accounting.
Tuition: \$600 | Length: 12 weeks | Online

*Financial Accounting 412

Learn to analyze transactions and best accounting practices for business.
Tuition: \$700 | Length: 16 weeks | Online
*Prerequisites may be required.

- Late registration is accepted up to one week after start dates.
- SBC reserves the right to cancel a class if min. enrolment is not reached.

sbccollege.ca/online_learning | 306.244.6333