

COMPUTER – MEDICAL - ACCOUNTING PROGRAMS

603-882-9080 ext 230 or x218

REGISTRATION: Ongoing – call to schedule appointment

Class Times: 9-12pm, 12:30 – 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

Email: nheinlein@adultlearningcenter.org

COURSE TITLES	DAYS	TUITION FEES	BOOK FEES
ACCOUNTING			
Accounting Basics (48 hrs) ^	M-F	\$375	\$96
Payroll Accounting (48 hrs) ^	M-F	\$375	\$96
QuickBooks 1 or 2 (36 hrs) ^	M-F	\$350	\$30 ea
COMPUTER TRAINING (INDIVIDUALIZED)			
Computer Essentials (24 hrs)	M-F	\$325	\$30
Microsoft Word 1, 2, or 3 (24 hrs ea) ^	M-F	\$325	\$30 ea
Microsoft Excel 1, 2, or 3 (24 hrs ea) ^	M-F	\$325	\$30 ea
Microsoft Access 1, 2, or 3 (24 hrs ea) ^	M-F	\$325	\$30 ea
Microsoft PowerPoint 1, 2 or 3 (24 hrs ea) ^	M-F	\$325	\$30 ea
Microsoft Outlook (24 hrs)	M-F	\$325	\$30
Keyboarding / Refresher Key (21 hrs / 9 hrs)	M-F	\$280/80	\$0
Group Instruction (as scheduled)	Call	Call	
QUICK COURSES (Group of 5+)			
Microsoft Word (10 hrs)	Call	\$100	
Microsoft Excel (10 hrs)	Call	\$100	
Microsoft PowerPoint (10 hrs)	Call	\$100	
MEDICAL OFFICE TRAINING			
Electronic Health Records (48 hrs) ^	M-F	\$375	\$112
Medical Terminology (48 hrs) ^	M-F	\$375	\$95
Medical Office Procedures (48 hrs) ^	M-F	\$375	\$245
Medical Insurance Billing (48 hrs) ^	M-F	\$375	\$158
Medical Coding Basic (48 hrs ea) ^	M-F	\$375	\$119
Coding for Certification (80 hrs) ^	M-F	\$2,200	included
Coding Test Prep Certification (12 hrs)	M-F	\$470	
^ Inquire about prerequisites Med Class days & times as scheduled with instructor IF NOT 9-12 or 12:30 – 2:30pm			