

BUSINESS & COMPUTERS

Our Business & Computers program offers over 30 self-paced courses in our state-of-the-art training center. Each of these individual courses culminates in a course completion certificate. Career certificates are issued to students who have completed a series of prescribed courses. We also offer instructor-led sessions and workshops each semester. **For more information, please visit SimiInstitute.org or call 805.579.6200 x 1720.**



INSTRUCTOR-LED COURSES - PRICE VARIES

Through hands-on learning, our professional instructors will teach you the basic skills you'll need to use industry-leading software and employ the latest development techniques. Basic computer knowledge and internet access is required.

Excel 2019 & 365 (Level 1) - \$199

Start creating and organizing data with this introductory course that includes:

- Editing & Formatting Worksheets
- Creating Formulas & Functions
- Creating Charts & Graphs
- Naming Cells & Ranges
- Sorting & Filtering Data
- Relative & Absolute Cell References
- Data Validation
- Utilizing Graphics & Templates

Includes textbook and flash drive.

QuickBooks Comprehensive - \$450

Start managing your business finances with our comprehensive course that includes:

- Company File Set Up
- Banking Transactions
- Managing Inventory
- Invoicing & Paying Bills
- Payroll Set Up & Processing
- Creating & Customizing Reports
- Estimates & Purchase Orders
- Balance Sheet Accounts & Budgets

Includes textbook and one year subscription to QuickBooks software. Compatible with PC, Mac, and Chromebook.

NEW! CAREER CERTIFICATE PROGRAM PATHWAYS - \$360 PER 3-MONTHS

Earn a certificate in one of three pathways: Business & Accounting, Microsoft Certification, and Office Occupations. All pathways start with Basic Computer Essentials. Once you successfully complete or test out of Basic Computer Essentials, you can begin a pathway. Students may test out of pathway classes based on prior experience and knowledge. Completion times are approximate and based on 25-hour per week attendance. Some career certificate programs may require multiple open-entry sessions. Begin any time!

START HERE

Basic Computer Essentials (Prerequisite for All Pathways)

Course Title

Hours

Windows
Keyboarding (30 WPM)

60
60

PATHWAYS - CHOOSE ONE

BUSINESS & ACCOUNTING

Account Clerk / Payroll Account Clerk

Course Title	Hrs.
Accounting 1 or Payroll Accounting	114 / 75
10 Key	30
Excel Level 1	40
Excel Level 2	45
QuickBooks Level 1	30
QuickBooks Level 2	30

MICROSOFT CERTIFICATION

Microsoft Certification 1: General Office

Course Title	Hrs.
Excel Level 1	40
Word Level 1	45
PowerPoint Level 1	40
Access Level 1	40
Keyboard Speedbuilding (35 WPM)	25
Outlook	15

OFFICE OCCUPATIONS

Front Desk Associate

Course Title	Hrs.
Excel Level 1	40
Word Level 1	45
Outlook	15
Keyboard Speedbuilding (35 WPM)	25
Telephone Techniques	48

Bookkeeper

Course Title	Hrs.
Accounting 2	114
Accounting 3	100
Excel Level 3	40

Microsoft Certification 2: Advanced Office

Course Title	Hrs.
Excel Level 2	45
Word Level 2	40
PowerPoint Level 2	30
Access Level 2	50
Keyboard Speedbuilding (40 WPM)	25

Administrative Assistant

Course Title	Hrs.
Business English Review	50
Word Level 2	40
Excel Level 2	50
Proofreading	50
PowerPoint Level 1	40
PowerPoint Level 2	30
Keyboard Speedbuilding (40 WPM)	25

Executive Assistant

Course Title	Hrs.
Word Level 3	45
Excel Level 3	35
Access Level 1	40
Access Level 2	50
Keyboard Speedbuilding (50 WPM)	25

Microsoft Certification 3: Office Specialist

Course Title	Hrs.
Excel Level 3	35
Word Level 3	45

