

Year at a Glance: Extended Learning Courses & Programs 2025-2026

Program Bundles

Program	Class Name	Dates	Time	Delivery	Cost	
Medical Office Assistant Certificate	Medical Terminology	Tuesdays	Sept 9 - Dec 13, 2025	6pm - 9pm	In Person \$ 695.00	
	Microsoft Office Basics: Word, Excel & File Management (Evening) - Fall Offering	Wednesdays	Oct 8 - Oct 22, 2025	6pm - 9pm	In Person \$ 215.00	
	Productivity and Workplace Communication	Self-Paced	Oct 31 - Nov 23, 2025	Self-Paced	Online \$ 450.00	
	MS Word Level 1: Formatting for Clarity (Evening) - Fall Offering	Saturdays	Nov 22, 2025	9am - 4pm	In Person \$ 215.00	
	Procedures & Ethics for the Medical Office	Wednesdays	Nov 19 - Dec 3, 2025	6pm - 9:30pm	In Person \$ 995.00	
	Keyboarding	Tuesdays / Thursdays	Jan 6 - Feb 12, 2026	6pm - 9pm	In Person \$ 215.00	
	Standard First Aid with Level C CPR	Self-Paced	Taken through any authorized training provider		Online \$ 150.00	
	Note:					
	Medical Terminology must be completed before taking 'Procedures and Ethics of the Medical Office'					
	Certificate Total \$ 2,720.00					

Program	Class Name	Dates	Time	Delivery	Cost	
Hospital Unit Clerk Certificate	Medical Terminology	Tuesdays	Sept - Dec 16, 2025	6pm - 9pm	In Person \$ 695.00	
	Microsoft Office Basics: Word, Excel & File Management (Evening) - Fall Offering	Wednesdays	Oct 8 - Oct 22, 2025	6pm - 9pm	In Person \$ 215.00	
	Productivity and Workplace Communication	Self-Paced	Oct 31 - Nov 23, 2025	Self-Paced	Online \$ 450.00	
	The Role of the Unit Clerk	Saturdays	Nov 22, 2025	9am - 4pm	In Person \$ 995.00	
	Unit Clerk Practicum (90 hours)	Tuesdays / Thursdays	Feb 24 - Apr 2, 2026	6pm - 9pm	In Person \$ 215.00	
	Keyboarding	Self-Paced	May - June 2026		Online \$ 150.00	
	Standard First Aid with Level C CPR	Taken through any authorized training provider				
	Note:					
	Medical Terminology must be completed before taking 'The Role of the Unit Clerk'					
	Certificate Total \$ 2,720.00					

Program	Class Name	Dates	Time	Delivery	Cost	
Computerized Bookkeeping Certificate (Fall Intake)	Introduction to Bookkeeping - Fall Offering	Tuesdays / Thursdays	Sept 23 - Oct 30, 2025	6pm - 9pm	In Person \$ 765.00	
	MS Excel Level 1: Skills for Data Management (Evening) - Fall Offering	Wednesdays	Oct 29 - Nov 12, 2025	6pm - 9pm	In Person \$ 215.00	
	Sage 50 Level 1: Navigating, Entering, and Managing Financial Data - Fall Offering	Tuesdays / Thursdays	Nov 4 - Nov 20, 2025	6pm - 9pm	In Person \$ 575.00	
	Sage 50 Level 2: Financial Management and Payroll Processing - Fall Offering	Tuesdays / Thursdays	Nov 25 - Dec 11, 2025	6pm - 9pm	In Person \$ 685.00	
	QuickBooks Online Level 1: Navigating, Entering, and Managing Financial Data - Winter Offering	Tuesdays / Thursdays	Jan 8 - Jan 15, 2026	6pm - 9pm	In Person \$ 415.00	
	MS Excel: Formulas & Functions (Evening) - Winter Offering	Wednesdays	Jan 14 - Jan 28, 2026	6pm - 9pm	In Person \$ 215.00	
	QuickBooks Online Level 2: Financial Management - Winter Offering	Tuesdays / Thursdays	Jan 20 - Jan 29, 2026	6pm - 9pm	In Person \$ 455.00	
	Note:					
	You can take the full certificate or take individual courses to build the skills you need most.					
	Certificate Total \$ 3,325.00					

Program	Class Name	Dates	Time	Delivery	Cost	
Computerized Bookkeeping Certificate (Winter Intake)	Introduction to Bookkeeping - Winter Offering	Tuesdays / Thursdays	Feb 24 - Apr 2, 2026	6pm - 9pm	In Person \$ 765.00	
	MS Excel Level 1: Skills for Data Management (Evening) - Winter Offering	Wednesdays	Mar 25 - Apr 8, 2026	6pm - 9pm	In Person \$ 215.00	
	Sage 50 Level 1: Navigating, Entering, and Managing Financial Data - Spring Offering	Tuesdays / Thursdays	Apr 7 - Apr 21, 2026	6pm - 9pm	In Person \$ 575.00	
	Sage 50 Level 2: Financial Management and Payroll Processing - Spring Offering	Thursdays / Tuesdays	Apr 23 - May 12, 2026	6pm - 9pm	In Person \$ 685.00	
	MS Excel: Formulas & Functions (Evening) - Spring Offering	Wednesdays	May 6 - May 20, 2026	6pm - 9pm	In Person \$ 215.00	
	QuickBooks Online Level 1: Navigating, Entering, and Managing Financial Data - Spring Offering	Thursdays / Tuesdays	May 14 - May 21, 2026	6pm - 9pm	In Person \$ 415.00	
	QuickBooks Online Level 2: Financial Management - Spring Offering	Tuesdays / Thursdays	May 26 - June 4, 2026	6pm - 9pm	In Person \$ 455.00	
	Note:					
	You can take the full certificate or take individual courses to build the skills you need most.					
	Certificate Total \$ 3,325.00					

Program	Class Name	Dates	Time	Delivery	Cost
Agri-Business Certificate	Ag: Business Mgmt Skills	Mondays	Oct 20 - Dec 12, 2025	6pm - 9pm	In Person \$ 600.00
	Agri-Business: Agricultural Economics & Finance	Wednesdays	Jan 14 - Mar 11, 2026	6pm - 9pm	In Person \$ 600.00
	Agri-Business: Data Analysis	Wednesdays	Mar 18 - Apr 29, 2026	6pm - 9pm	In Person \$ 450.00
	Agri-Business: Trends & Technology	Mondays	Apr 13 - Apr 27, 2026	6pm - 9pm	In Person \$ 150.00
	Note:				
You can take the full certificate or take individual courses to build the skills you need most.					
Certificate Total \$ 1,800.00					

Program	Class Name	Dates	Time	Delivery	Cost
Interpersonal Communications Certificate (Fall Intake)	Conflict Resolution & Negotiation - Fall Offering	Thursdays	Oct 23, 2025	9am - 4pm	In Person \$ 225.00
	Practical & Effective Communication - Fall Offering	Thursdays	Oct 30, 2025	9am - 4pm	In Person \$ 225.00
	Dealing with Difficult People - Fall Offering	Thursdays	Nov 6, 2025	9am - 4pm	In Person \$ 225.00
	Managing Behaviors - Fall Offering	Thursdays	Nov 13, 2025	9am - 4pm	In Person \$ 225.00
	Note:				
You can take the full certificate or take individual courses to build the skills you need most.					
Certificate Total \$ 900.00					

Program	Class Name	Dates	Time	Delivery	Cost
Interpersonal Communications Certificate (Spring Intake)	Conflict Resolution & Negotiation - Spring Offering	Thursdays	May 7, 2026	9am - 4pm	In Person \$ 225.00
	Practical & Effective Communication - Spring Offering	Thursdays	May 14, 2026	9am - 4pm	In Person \$ 225.00
	Dealing with Difficult People - Spring Offering	Thursdays	May 21, 2026	9am - 4pm	In Person \$ 225.00
	Managing Behaviors - Spring Offering	Thursdays	May 28, 2026	9am - 4pm	In Person \$ 225.00
	Note:				
You can take the full certificate or take individual courses to build the skills you need most.					
Certificate Total \$ 900.00					

Courses

Month	Class Name	Dates	Time	Delivery	Cost
Oct-25	Communication Skills for Young Sports Leaders	Saturdays	Oct 4, 2025	9am - 12pm	In Person \$ 125.00
	Google Docs for Collaboration - Fall Offering	Saturdays	Oct 4, 2025	9am - 12pm	In Person \$ 100.00
	Microsoft Office Basics: Word, Excel & File Management (Evening) - Fall Offering	Wednesdays	Oct 8 - Oct 22, 2025	6pm - 9pm	In Person \$ 215.00
	Microsoft Office 365: Software Skills for the Workplace Certificate - Fall Offering	Mondays	Oct 20 - Dec 1, 2025	6:00pm - 9:00pm	In Person \$ 700.00
	Operations and Productions Management - Fall Offering	Tuesdays	Oct 21 - Nov 4, 2025	9:00am - 4:00pm	In Person \$ 1,250.00
	Project Management Fundamentals (Online) - Fall Offering	Wednesdays	Oct 22 - Nov 5, 2025	9:00am - 4:30pm	Online \$ 1,500.00
	Strengthening Cross Functional Teams (Online) - Fall Offering	Self-Paced	Oct 27 - Dec 5, 2025	Self-Paced	Online \$ 1,250.00
	Modern Work Cultures (Online) - Fall Offering	Self-Paced	Oct 27 - Dec 5, 2025	Self-Paced	Online \$ 1,250.00
	Critical Thinking and Problem Solving (Online) - Fall Offering	Self-Paced	Oct 27 - Dec 5, 2025	Self-Paced	Online \$ 1,250.00
	Note:				

Month	Class Name	Dates	Time	Delivery	Cost
Nov-25	Management Skills Certificate - Fall Offering	Tuesdays / Wednesdays	Nov 4, 5, 18 & 19, 2025	9:00am - 4:00pm	In Person \$ 1,600.00
	Managing Behaviors - Fall Offering	Thursdays	Nov 13, 2025	9:00am - 4:00pm	In Person \$ 225.00
	MS Word Level 1: Formatting for Clarity (Evening) - Fall Offering	Wednesdays	Nov 19 - Dec 3, 2025	6:00pm - 9:30pm	In Person \$ 215.00

Month	Class Name	Dates	Time	Delivery	Cost
Jan-26	Resilience Coach Micro-Credential	Tuesdays	Jan 6 - Mar 31, 2026	6:00pm - 9:00pm	In Person \$ 1,300.00
		Fridays	Apr 10, 24 & May 8, 2026	6:00pm - 9:00pm	In Person \$ 1,300.00
		Saturdays	Apr 11, 25 & May 9, 2026	9:00am - 4:00pm	In Person \$ 1,300.00
	Agri-Welding - Winter Offering	Tuesdays / Thursdays	Jan 20 - Feb 12, 2026	5:30pm - 8:30pm	In Person \$ 700.00

Month	Class Name	Dates	Time	Delivery	Cost
Feb-26	Microsoft Office Basics: Word, Excel & File Management (Daytime) - Winter Offering	Tuesdays / Thursdays	Feb 3 - Feb 10, 2026	1:00pm - 4:00pm	In Person \$ 215.00
	Agri-Tourism	Thursdays	Feb 5 - Mar 26, 2026	6:00pm - 9:00pm	In Person \$ 1,000.00
	Leading with an Entrepreneurial Mindset (Online) - Winter Offering	Self-Paced	Feb 23 - Apr 3, 2026	Self-Paced	Online \$ 1,250.00
	Operations and Productions Management - (Online) - Winter Offering	Self-Paced	Feb 23 - Apr 3, 2026	Self-Paced	Online \$ 1,250.00
	MS Excel Level 1: Skills for Data Management (Daytime) - Winter Offering	Tuesdays / Thursdays	Feb 24 - Mar 3, 2026	1:00pm - 4:00pm	In Person \$ 215.00
	Note:				

Month	Class Name	Dates	Time	Delivery	Cost
Mar-26	Microsoft Office 365: Software Skills for the Workplace Certificate - Winter Offering	Mondays	Mar 2 - Apr 20, 2026	6:00pm - 9:00pm	In Person \$ 700.00
	Microsoft Office Basics: Word, Excel & File Management (Evening) - Winter Offering	Wednesdays	Mar 4 - Mar 18, 2026	6:00pm - 9:00pm	In Person \$ 215.00
	MS Word Level 1: Formatting for Clarity (Daytime) - Winter Offering	Tuesdays / Thursdays	Mar 10 - Mar 17, 2026	1:00pm - 4:30pm	In Person \$ 215.00
	Management Skills Certificate - Spring Offering	Tuesdays / Wednesdays	Mar 10, 11, 25 & 26, 2026	9:00am - 4:00pm	In Person \$ 1,600.00
	Critical Thinking and Problem Solving - Winter Offering	Thursdays	Mar 12 - Mar 26, 2026	9:00am - 4:00pm	In Person \$ 1,250.00

Month	Class Name	Dates	Time	Delivery	Cost
Apr-26	Strengthening Cross Functional Teams - Spring Offering	Thursdays	Apr 2 - Apr 16, 2026	9:00am - 4:00pm	In Person \$ 1,250.00
	Modern Work Cultures - Spring Offering	Tuesdays	Apr 7 - Apr 21, 2026	9:00am - 4:00pm	In Person \$ 1,250.00
	Starting and Growing Ideas at Work (Online) - Winter Offering	Self-Paced	Apr 7 - Apr 25, 2026	Self-Paced	Online \$ 400.00

Month	Class Name	Dates	Time	Delivery	Cost
May-26	Navigating Change with Confidence	Tuesdays	May 5, 2026	9:00am - 1:00pm	In Person \$ 150.00
	Everyday Teamwork Skills	Tuesdays	May 12, 2026	9:00am - 1:00pm	In Person \$ 150.00
	Leading with an Entrepreneurial Mindset - Spring Offering	Wednesdays	May 13 - May 27, 2026	9:00am - 4:00pm	In Person \$ 1,250.00