

MBC Continuing Education

AUTUMN 2011



SMALL CLASS SIZES UP TO 10

MARITIME BUSINESS COLLEGE
Making Futures Brighter!



COMPUTER SEMINARS

Space is limited (10 max). You will learn in a hands-on environment. Custom courses can be arranged for an individual or group from one company. Register early to avoid disappointment!

Newsletter using MS Word

Course: WDN01.F11

Prerequisite: Basic MS Word or equivalent. Student will learn how to design a newsletter using tools like styles, columns, drop caps, pictures, WordArt, and more. (6 hours)

T&Th ● Oct 18 & 20 ● 6-9 pm ● Fee \$140

MS PowerPoint

Course: PPB01.F11

Prerequisite: WDB01 or equivalent. Learn to create a successful presentation by using features such as slide master, pictures, diagrams, animation, hyperlinks, action buttons, and much more. (12 hours)

T&Th ● Oct 25 & 27, Nov 1 & 3 ● 6-9 pm ● Fee \$160

MS Excel – Basic

Course: EXB01.F11

Learn how identify the Excel environment, setting defaults, moving around the worksheet, spell check, undo/redo commands, alignments, text wrap, and simple formulas. (6 hours)

T&Th ● Nov 8 & 10 ● 6-9 pm ● Fee \$140

Formulas using MS Excel

Course: EXF01.F11

Prerequisite: EXB01 or equivalent. Learn how to build formulas using relative references, absolute references, and mixed references. (6 hours)

T&Th ● Nov 15 & 17 ● 6-9 pm ● Fee \$140

Charts using MS Excel

Course: EXC01.F11

Prerequisite: EXB01 or equivalent. Learn to create and format adjacent and non-adjacent charts. Make a chart stand out above all others. (6 hours)

T&TH ● Nov 22 & 24 ● 6-9 pm ● Fee \$140

Take all three Excel Courses for only \$375



MARITIME BUSINESS COLLEGE

Continuing Education REGISTRATION FORM

admissions@maritimebusinesscollege.ca

PLEASE PRINT CLEARLY

SURNAME	FIRST	MIDDLE	DOB (D/M/Y)
STREET ADDRESS			
CITY / TOWN		PROV.	PC
EMAIL		TELEPHONE	MOBILE
HIGH SCHOOL		GRADE COMPLETED	YEAR
COLLEGE / UNIVERSITY		DIPLOMA / DEGREE	YEAR
The tuition fee should accompany this application. We will only return it if you are refused admission or if the course is cancelled due to low enrolment. (Pay by Cash / Cheque / Credit Card / Money Order)			
COURSE NAME		COURSE ID NUMBER	COURSE DATES
HOW DID YOU HEAR ABOUT OUR COLLEGE/PROGRAM?			
<input type="checkbox"/> Bus Ad <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Yellow Pages <input type="checkbox"/> Radio/TV <input type="checkbox"/> Facebook <input type="checkbox"/> Other _____			
CAMPUS			
<input checked="" type="checkbox"/> Dartmouth <input type="checkbox"/> Halifax <input type="checkbox"/> New Minas <input type="checkbox"/> Online			
All programs offered subject to enrollment.			
Applicant Signature: _____		Date: _____	
COLLEGE USE ONLY	Interview date:	<input type="checkbox"/> Y <input type="checkbox"/> N	Notes
Diploma / Transcript		Accepted <input type="checkbox"/> Y <input type="checkbox"/> N	
RF		Deferred <input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Y <input type="checkbox"/> N	Signature of College Official		

6270 Quinpool Road, Halifax, NS B3L 1A3 • Telephone (902) 423-6516 • Toll Free 1-800-550-6516
 145 Ochterloney Street, Dartmouth, NS B2Y 1C9 • Telephone (902) 463-6516
 Sherdon Plaza, 77 Crescent Drive, Suite 4, New Minas, NS B4N 3G7 • Telephone (902) 365-3993

OTHER TOPICS

- ☞ Medical Terminology
- ☞ Computerized Medical Office Manager (MOM)
- ☞ Simply Accounting—various modules
- ☞ Punctuation Bootcamp
- ☞ Records Management
- ☞ Customized Classes for Microsoft Office
 - ☞ Word
 - ☞ Excel
 - ☞ Access
 - ☞ Outlook

Contact Stacey MacKinnon, Admissions Director, at
(902) 463-6516 with your requests.

PAYMENT OF FEES

Full payment of course fees (HST included in fees) may be made at the time of registration, whether by mail, phone, or in person. Fees must be paid prior to course start date. Payment may be made by cash, credit card, company cheque or money order payable to Maritime Business College. Contact MBC for details on company billing.

REFUND POLICY

Withdrawal from all courses must be made seven working days prior to the start date. There will be a \$25 cancellation fee.

Dartmouth Campus

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