

Private Course Information

PRIVATE COURSE FEES

Private course fees are a flat rate per day, for 1 to 10 people. (HST is extra.)

| Course Type (see below) | Your Office (per day) | Our Classroom (per day) |
|----------------------------|--------------------------|----------------------------|
| Standard Courses | \$ 1195. | \$ 1495. |
| Speciality Group A | \$ 1395. | \$ 1695. |
| Speciality Group B | \$ 1595. | \$ 1895. |

Standard Courses

| | |
|--------------------|------------|
| Access | Outlook |
| Excel | PowerPoint |
| FrontPage | Word |
| Intro to Computers | OneNote |

Speciality Courses Group A

| | |
|---------------------|-------------------|
| Acrobat | Simply Accounting |
| BlackBerry | QuickBooks |
| Keyboarding | Visio |
| Office Upgrade/Tips | Social Media |

Speciality Courses Group B

| | |
|--------------------------------|-------------|
| Crystal Reports | InDesign |
| Dreamweaver | Photoshop |
| Fireworks | Project |
| Flash | Publisher |
| Illustrator | QuarkXPress |
| All of the SoftSkills Seminars | |

Additional Fees

| | |
|-------------------------------|---------|
| Additional Per Person/Day Fee | \$ 50. |
| Course Topic Selection | \$ 150. |
| Custom Reference Book | \$ 495. |

HST is extra

Private Course Fees

All our standard courses are offered on a private course basis. The course fee charged is a flat rate per day, for 1 to 10 participants. There are 3 fee categories as shown at left, based on the course program selected. Rates are lower for courses at your office, where client provides all computers and software (1 computer per person is needed). Included in this fee is one course reference book per person.

Additional Per Person Fee

For a class size of more than 10 people, an additional per person fee of \$ 50. applies, and it includes a course book for each additional person. This is a per day additional fee. For example, for a 1-day course, the rate is \$ 50. per person, for a 2-day course the rate is \$ 100. per person total.

Course Topic Selection Fee

The course fees below are for any of our standard course levels. If you decide to build your own course by choosing the specific topics you want covered, the Course Topic Selection fee of \$ 150. applies. This is not a daily charge, but a one-time fee for the course. For example, if you customize the topics of a 3-day course, this fee is still \$ 150.

Custom Course Reference Book Fee

Each private course includes one course reference book per person. This is included in the course fee. However, if you have selected specific topics you want covered in the course, you may decide to provide each person with a customized course reference book instead. The fee is \$ 495. to create a custom course book. This is a one-time fee only. That means that you can repeat the same course in the future and we will provide the customized book again, at no additional fee.

When would you want us to create a custom course book vs. using a standard course book?

Example 1: You have selected about 80% of the topics covered in the Excel Introduction course, and a few topics from other course levels. In this case, it makes sense to simply provide each person with the Introduction course book (at no extra fee to you). They could then take notes on those few extra topics from other course levels.

Example 2: You have selected topics from Excel Introduction, Intermediate Level 1, Formulas and Advanced Level 1. About 25% of the topics from each of these courses has been selected. In this case, it really would not make sense to provide any one of these course books alone. Ideally, you would want a reference book with all the topics that are covered from each of these course levels.

COURSE DATES

Private courses are available during the week, in the evenings, or on the weekends. Normally, courses run from 9am to 4pm, with two 10 minutes breaks and a 1 hour lunch, however we are flexible and can change this format to suit your time schedule. For courses conducted at our classrooms, availability depends on our classroom schedule. (Please call to check availability.)

COURSE LOCATION

| | Location | Address | Capacity |
|----------------------|-------------|---|-----------|
| Our Training Centres | North York | 2 Lansing Square, Suite 505 (Hwys 401/404) | 16 people |
| | Toronto | 20 Queen St, W, Suite 3306 (Toronto Eaton Centre) | 15 people |
| | Mississauga | 1087 Meyerside Dr, Unit 10 (Dixie Rd / Hwy 401) | 15 people |
| | Newmarket | 16635 Yonge St., Unit 19 (Mulock Dr / Yonge St) | 14 people |

Your Office

For courses at your office, you will need to arrange the following:

- ▶ A quiet, private area to conduct the training – a classroom or boardroom.
- ▶ A computer setup for each person, with the necessary software installed.
- ▶ Computers should be networked, with internet access when the program requires it – for example, Microsoft Outlook requires both a network connection and internet access, but Microsoft Excel does not.
- ▶ A computer and projector panel for use by our Instructor.



Our Name Says It All
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