

Diploma in Computerized Accounting

Three (3) Certificate Courses: \$14,000 each | Package: \$38,000

1. QuickBooks
2. Peachtree
3. QuickBooks Point-of Sale or Excel Accounting



Diploma in Business & Computer Studies

Four (4) Certificate Courses: \$14,000 each | Package: \$45,000

1. Business Planning & Organization
2. Marketing & Advertising
3. Accounting & Finance
4. Business Office Administration

Specialization in Banking

3. Bank Lending & Other Services
4. Bank Teller Operations

Diploma in Event Planning & Project Management

Three (3) Certificate Courses: \$14,000 each | Package: \$38,000

1. Event Planning & Management
2. Project Planning & Management
3. Microsoft Project



Diploma in Computer Graphics Design

Three (3) Certificate Courses: \$14,000 each | Package: \$38,000

1. Corel Draw & Corel Paint
2. Adobe Illustrator
3. Adobe Photoshop or Microsoft Publisher

Diploma in Computer Typing & Secretarial Studies

Four (4) Certificate Courses: \$12,000 each | Package: \$38,000

1. Basic Computer Typing
2. Intermediate Typing & Business English
3. Advanced Typing
4. Secretarial Procedures



Diploma in Office Management & Computer Studies

Four (4) Certificate Courses: \$14,000 each | Package: \$45,000

1. Organization & Supervision
2. Communication, Reception & Hospitality

Specialization I: General Office Administration

3. Accounting & Records Management
4. Procurement & Project Management

Specialization II: Medical Office Administration

3. Medical Records & Transcription
4. Medical Office Administration

Specialization III: Legal Office Administration

3. The Legal System
4. Legal Office Administration

Diploma in Computer Repairs & Networking

Two (2) Certificate Courses: \$20,000 each | Package: \$38,000

1. Computer Repairs
2. Computer Networking



Diploma in Oil & Gas Studies

Two (2) Certificate Courses: \$20,000 each | Package: \$38,000

1. Oil & Gas Exploration & Drilling Operations
2. Oil & Gas Production, Transport & Refining Operations

Diploma in Architecture Design

Two (2) Certificate Courses: \$20,000 each | Package: \$38,000

1. AutoCAD Essentials
2. AutoCAD Architecture Drawings

Course Duration: Approximately 2 to 3 weeks per course
Refund Policy: A refund of tuition fees, **subject to a 25% processing fee**, may be available if a student cancels an enrolment no later than 7 days after initial payment or before course commencement date, whichever comes first. Fees are non-refundable once you start a course.

Uniform: Student badge and decent attire

Time-Table

CXC	Computer Studies
<p>Mon & Wed</p> <p>9:30-10:30 Math 10:30-11:30 English 11:30-12:30 Math 12:30-1:30 English 5:15-6:15 Math</p> <p>Tues & Thu</p> <p>9:30-10:30 HSB 10:30-11:30 POA 11:30-12:30 OA 12:30-1:30 POB 5:15-6:15 English</p> <p>Saturday</p> <p>9:15-11:15 Math 11:15-1:15 English</p>	<p>Mon & Wed or Tues & Thu</p> <p>9:30-11:30 or 11:30-1:30 3:15-5:15 or 4:15-6:15 or 5:15-6:15</p> <p>Saturday</p> <p>9:15-12:15</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Medical Institute</p> </div> <p>Pharmacy</p> <p>Mon & Wed 9:30-11:30 or 3:15-5:15 or 4:15-6:15 Tue & Thu 11:30-1:30 or 3:15-5:15 or 4:15-6:15 Saturday 10:15-1:15</p> <p>Phlebotomy & Nurse Aide</p> <p>Mon & Wed 11:30-1:30 or 3:15-5:15 or 4:15-6:15 Tue & Thu 9:30-11:30 or 3:15-5:15 or 4:15-6:15 Saturday 10:15-1:15</p>

Manuals, Exams, Certificates & Diplomas

Manuals are given to students at the time of registration. Certificates and diplomas are issued on the final day of each course.

Grading System

Distinction/Honors - A+ (90–100%) Distinction - A (80–89%)
 Credit - A- (70–79%) Pass - B (60–69%)

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Computer World Career Institute



Start Anytime ~Start Online

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Facebook: computerworldguyana Whatsapp: 649-7039
2 Stanley Place, Kitty (Vlissingen Rd & Gordon St, opp GDF)

Foundation Diploma in Computer Studies

Four Certificate Courses: \$10,000 each | Package: \$30,000

1. Introduction to Windows, Internet & Microsoft Office
2. Word 3. Excel 4. PowerPoint

Diploma in Microcomputer Studies

Four Certificate Courses: \$12,000 each | Package: \$38,000

1. Advanced Word 2. Advanced Excel
3. Advanced PowerPoint 4. Microsoft Access

Medical Institute Programmes



Nurse Aide Studies: \$95,000

Phlebotomy Technician: \$95,000

Pharmacy Technician: \$150,000



No Registration Fee
No Age Limit



Weekdays or Saturdays
Morning or Afternoon

English, Math, HSB, POA, POB & OAdmin

	Month	Term	Month	Term
1 Subject	\$5,000	\$13,000	2 Subjects	\$10,000
3 Subjects	\$13,000	\$36,000	4 Subjects	\$16,000
5 Subjects	\$18,000	\$50,000	6 Subjects	\$20,000
				\$55,000

