

Ministry of Training,
Colleges and Universities

Office of the Superintendent

Private Career Colleges Branch
9th Floor, Mowat Block
900 Bay Street
Toronto ON M7A 1L2

Ministère de la Formation
et des Collèges et Universités

Bureau du Surintendant

Direction des collèges
privés d'enseignement professionnel
9^e étage, édifice Mowat
900, rue Bay
Toronto ON M7A 1L2



Notice of Contravention #92

**Served by fax 416 850-5390, by email jgeorqi@grantontech.com,
and courier**

October 25, 2010

2204680 Ontario Inc
Operating as Granton Institute of Technology
known as Granton Tech
7895 Tranmere Drive
Mississauga, ON L5S1V9

NOTICE OF CONTRAVENTION

This letter is to inform you as the President of the 2204680 Ontario Inc operating as Granton Institute of Technology ("Granton Tech") that on September 2, 2010 it was determined that 220 contravened the following section(s) of the *Private Career Colleges Act, 2005 (Act)* and/or regulations made under the Act:

- Act, s. 7 - Prohibition against operating a private career college (\$1,000)
- Act, s. 8 - Prohibition against providing vocational programs (\$1,000)
- Act, s.9- Prohibitions against charging a fee (\$1,000)
- Act, s. 11 - Restrictions on advertising and soliciting (\$1,000)

For a Summary of each contravention see attached Schedule A.

As per section 51 of *Ontario Regulation 415/06* made under the *Private Career Colleges Act, 2005*, Granton Tech is subject to a **penalty in the total amount of \$4000 per day**. It is important to note that the penalty is levied daily. The total penalty amount is calculated by multiplying the penalty amount indicated above by the number of successive days that the contravention continues.

For example: following 5 successive days that the contravention continues the penalty amount due will be \$20,000.

following 15 successive days that the contravention continues the penalty amount due will be \$60,000.

At this time you are required to provide the ministry with written confirmation of compliance with the *Private Career Colleges Act, 2005* and its regulations. Please supply the ministry with the following documents confirming that you have come into compliance with the Act. Specifically, written confirmation that Granton Tech:

- has stopped operating as a private career college;
- has stopped offering or providing unapproved vocational programs that require approval;
- has stopped charging fees for unapproved vocational programs that require approval; and
- has stopped advertising an unregistered Private Career College and unapproved vocational programs that require approval.

Once you have confirmed compliance with the Act, the penalties will cease to accumulate and you will receive an invoice that sets out the total penalty outstanding. Payment of the full amount is due within **30 days** of the date of your notification.

If payment is not received within **30 days** after the date the notification was received, the amount will be subject to interest at the current post judgment interest rate beginning on the 31st day following the date of the invoice. The current rate can be found at the following address:

www.attorneygeneral.jus.gov.on.ca/english/courts/interestrates.asp.

Review

If you believe that the decision made above is inaccurate you may request a review of this decision by submitting a Request for a Review of a Notice of Contravention form to the Minister of Training, Colleges and Universities within **15 days** of receipt of the Notice of Contravention.

ORIGINAL SIGNED BY

Allan Scott
Superintendent of Private Career Colleges

Schedule A - Summary of Contraventions

BACKGROUND

Granton Tech became a concern to the Superintendent's office as a result of a series of complaints. The first complaint was submitted on August 18, 2010. Subsequent complaints with a recurring theme were received by the Designate on August 18, 2010 and September 2, 2010. The complaints alleged that Granton Tech was holding itself out to be a private career college and has represented itself as operating the same business as the former registered private career college 'Granton Institute of Technology'.

History Granton Institute of Technology

Granton Institute of Technology was closed on July 5, 2010 after the company went into receivership. The Superintendent received notification of the closure on July 6th 2010. Since the date of closure of the school, the former owners of Granton Institute of Technology have not communicated with the Superintendent's office. This school was located at 263 Adelaide Street West, Toronto Ontario. On July 5, 2010 a designate of the Superintendent (Designate) visited the facility at 263 Adelaide and determined that the school was in fact closed.

Date	Details
January 1, 1935	First date of registration of Granton Institute of Technology (Granton) with MTCU
September 25, 1975	Incorporation/Amalgamation date (Ministry of Government Services)- corporate ID# 0311843. Corporation registered to Christopher Hope
June 6, 2008	Granton Institute Business name registration expired on MGS database
July 5, 2010	Granton ceases operations and goes into receivership
June 16, 2010	Website domain registered fro www.Grantontech.com . Website registrant Domains by Proxy located in Scottsdale,Arizona
June 22, 2010	Granton Institute of Technology-corporate ID#200685477 registered with MGS. Corporation registered to Bassel Annab and Vince Saroli.
August 18, 2010	First student complaint received by the Private Career Colleges Branch

Granton Tech is currently advertising itself as operating at 263 Adelaide Street West Based on information provided by complainants and contained on the college's website, as well as the fact that the campus location is closed, the Designate has reached the reasonable conclusion that the college offers correspondence or online programs to students and does not have classroom facilities.

EVIDENCE

Contravention of section 7 of the Act - Prohibition against operating a private career college (\$1,000)

Since August 13, 2010 a Designate of the Superintendent of Private Career Colleges (Designate) has received three separate complaints from individuals who state that they were enrolled in a program that is being delivered by Granton Tech. Evidence obtained includes email correspondence between students and Granton Tech representatives, correspondence between Granton Tech and third party representatives, a student invoice and a student payment agreement.

Complaint #1:

On August 13, 2010 a student complaint was submitted to the Designate in which the student supplied copies of emails that she had exchanged with a Granton Tech representative named Ania Piorkowska. This representative identified herself as the "Liaison, Academic Relations for Granton Tech".

In an email dated August 12, 2010, the representative states to the student:

"To clarify everything going forward, Granton Institute is no longer in operation and Granton Tech the new company in place offering some of the same programs and courses...even though Granton Tech is a new operating entity with its own protocols in place and unrelated to former Granton Institute, we have been working with many students who originally enrolled with former Granton Institute and continue to work to ensure they finish their courses so that they can receive a certificate of completion."

The student was originally enrolled in the "Legal Assistant Procedures Diploma program"

Complaint #2

On August 19, 2010 a subsequent complaint was received by the Designate. In this complaint the student, who indicated that she was enrolled in the Retail Travel Counselling program, supplied the Designate with evidence of email communication between herself and a Granton representative.

On August 16, 2010 the student received a communication from Granton Tech representative Ania Piorkowska apologizing for the lack of response and stating *"Granton Tech formerly Granton Institute is no longer in operation and Granton Tech is the new company in place offering some of the same programs and courses but not all."*

Complaint #3:

On September 2, 2010 a third complainant contacted the Designate expressing concerns about issues that she was having with Granton Tech. The student stated that she was enrolled in an Architecture program with Granton and that the new school owners would not honour her contract, stating it was 'no longer valid'

On September 10, 2010, the student advised the Designate that a Granton Tech representative called her stating that she owed \$4,000 on her student account and would need to pay the balance immediately.

Province of Ontario - Career Training at Home
GRANTON INSTITUTE OF TECHNOLOGY
 263 ADELAIDE STREET WEST, TORONTO, ONTARIO CANADA M5H 1Y3
ENROLLMENT AGREEMENT

I hereby enroll for (Course Title) ARCHITECTURE (COMPLETE CAREER) Course # 2092A
 such instruction to begin with the date of acceptance of this application at Toronto.

I understand the registration fee is included in the total course fee and I promise to pay for the course of instruction the sum of \$ 9350.00 in the following manner:

CASH PLAN: Full payment \$ _____ with this enrollment form.

MONTHLY PLAN: Down payment \$ 500 with this enrollment form and the balance in monthly payments of \$ 355.00 for 100 months with (when applicable) one final payment of \$ 355.00.

PAYMENT OPTION: Please charge the
 Cash Payment Down Payment Monthly Payment
 to my Credit Card: check
 VISA MASTERCARD AMERICAN EXPRESS
 Card # _____
 Expiry Date _____

Checkups or money orders are to be made out to the GRANTON INSTITUTE OF TECHNOLOGY. For your convenience you may submit post-dated cheques for your monthly payment plans.

I understand that the content, prerequisites, duration and cost of my course are outlined in the current Career Opportunities guide and that this course of study prepares me for a Granton Certificate or Granton Diploma. I understand that should I wish to utilize my Granton training for other purposes such as apprenticeship, schooling, credit transfer, or external examination requirements it would be my responsibility to check the local licensing and qualifying prerequisites before enrolling. I understand that for withdrawal and refund purposes each course has an exact contract time and that should I withdraw during the exact contract time I am entitled to a partial refund as outlined in the regulations shown on the reverse of this form. I understand that no partial refunds are made once the exact contract time has elapsed.

I understand that the exact contract time of my course is calculated by dividing the course price by 100 and rounding up to the nearest week. I understand that my rate of study will not affect my rate of payment and that fees paid are not transferable to another person.

I have reviewed a copy of the contract and have read and understood all terms.

Signature _____

SATISFACTION OR REFUND OF FEES: If on completion, you are dissatisfied, your fee will be refunded. Some conditions apply. See the Career Opportunities for details.

YOUR TUITION IS TAX-DEDUCTIBLE: Granton's courses are certified under the Federal Income Tax Act and the tuition fees are deductible for income tax purposes.

Telephone: home: _____
 Telephone: work: _____
 Fax: home: _____
 Fax: work: _____
 E-mail: home: _____
 E-mail: work: _____

I have use of a computer with modem with cd-rom a VCR

Education Program Student Number: _____

DO YOU WISH YOUR EMPLOYER INFORMED AS TO YOUR PROGRESS? Yes No If yes, to whom do we write?
 Name: _____
 Company: _____
 Address: _____

EDUCATION: CIRCLE HIGHEST GRADE COMPLETED:
 1 8 9 10 11 12 13 College 2 3 4 5 6

Other Training: _____

HOW DID YOU HEAR ABOUT GRANTON?
 Ministry of Colleges and Universities Employer
 Professional Association CTC Friend
 Yellow Pages Newspaper Magazine TV
 Pre-paid pink mail-in Card Internet Supermarket

Name of Parent/TV Station/Other: _____

FOR OFFICE USE ONLY: DATE: _____ LENGTH OF COURSE: _____ REFERENCE: _____
 ACCEPTED BY REGISTRAR: _____

Received on mail Aug 16, 2010

Granton Institute-Unaudited See Notice to Read **STATEMENT**

263 Adelaide Street West Toronto ON M5H 1Y3
 Phone: (416) 977-3829 Fax: (416) 977-5612
 Website: info@grantoninstitute.com
 E-mail: _____
 Business #: _____

Print Date: 12-Aug-10 Time: 4:17 PM

Page: 1
 Statement Date: 12-Aug-10
 Credit Limit: \$10,000.00

Line	Type	Discount	Term	Due Date	Reference	Invoice Total	Balance Due	Days Overdue
13-Dec-02	1			13-Dec-02	0	\$8,530.00	\$4,180.00	2799
Total Balance Owing:							\$4,180.00	

Current	Days Past Due 1-30	Days Past Due 31-60	Days Past Due 61-90	Days Past Due > 90	Amount Paid
\$0.00	\$0.00	\$0.00	\$0.00	\$4,180.00	

Type: I = Invoice C = Credit Memo A = Advance Payment
 Please keep this top portion for your records.

To avoid interest charges, please make payments by the due date.

RETURN THIS PORTION WITH YOUR PAYMENT

Statement Date	Customer Number	Customer Name	Amount Due	Payment Amount
12-Aug-10			\$4,180.00	

Mail payments to:
 Granton Institute-Unaudited See Notice to Reader
 263 Adelaide Street West
 Toronto ON
 M5H 1Y3

1 of 2

On September 20, 2010 the student supplied the Designate with a copy of her "Enrolment agreement" that was signed with the former "Granton Institute of Technology" on December 13, 2002 for an Architecture (complete) career program (attached above).

In addition to the "Enrolment agreement", the student supplied the Designate with a statement that she received from Granton Institute on August 16, 2010. (above) The statement provided details of amounts owing to Granton Institute resulting from the original contract. The complainant also supplied a letter that she received advising her of recent changes occurring at Granton. (attached below)

Dear Student,

Received in mail Aug 16, 2010
#On the way connection
Arrived on July 22, 2010 @ 9:30pm

The Granton Institute of Technology has recently undergone an exciting transformation.

The Granton team is pleased to announce that we have also turned over a "green leaf" and are focused on doing our part to improve the environment. With this greener approach, we are launching a new and interactive web site for our students at www.grantontech.com.

Our new web site will be easy to navigate and self-serve, enabling all of our valued students to access their programs, courses, tutorials and exams online from the comfort of their home.

Along with this virtualization, the Granton team will also be modifying our billing process.

We will no longer be mailing invoices. Enclosed you will find a Pre-Authorized payment form, which will let you pay directly from your bank account or by credit card. Or you can send us post-dated cheques for your monthly payments. Return the **completed** form with a **"sample" cheque or form from your Bank, or provide your credit card number and expiry date**, authorizing monthly payments with your **signature**.

Please note: If you miss your monthly payment, your studentship maybe temporarily suspended until your account is brought up to date.

Never worry about missing a payment, complete and mail your form today! If you have any questions or concerns, please don't hesitate to contact us.

Regards,

Elizabeth (Liz) Taylor
Student Accounts
Granton Tech
Tel: 419-977-3929 Ext. 102
Fax: 416-850-5390
accounts@grantontech.com
www.grantontech.com



Dream Achieve Succeed

2 of 2

The letter informs the student that "*The Granton Institute of Technology has recently undergone an exciting transformation... Our new web site will be easy to navigate and self serve, enabling all of our valued students to access their programs, courses, tutorials and exams online form the comfort of their home.*"

The letter was sent from Elizabeth (Liz) Taylor, Student Accounts representative at Granton Tech.

Conclusion

Based on the evidence outlined above in which a student was actively enrolled in a program, was invoiced for a program and received a letter addressed "Dear Student" that advised a change in business practices, Granton Tech is holding itself out to be a private career college without being registered in contravention of s.7 of the Act.

Contravention of section 8 of the Act - Prohibition against providing vocational programs (\$1,000)

Following receipt of the three student complaints outlined in the previous section and email correspondence with the school's representatives, the Designate has obtained

evidence to prove that the school is offering and providing unapproved vocational programs.

Financial Accounting:

On August 27, 2010 an email was sent to Granton Tech from a designate posing as a student expressing interest in attending Granton Tech's Financial Accounting Program.

On August 27, 2010, a Granton Tech representative named Anna Piorowska responded to the enquiry stating:

"The Financial Accounting Program is available for enrolment (sic) at anytime as there are no specific timelines when you can enrol. I've attached an additional PDF which has more information on this program" "The total cost of the program is \$1347.00 and the program includes courses listed below (Business calculations, Accounting-Part I, Accounting Part 2). In order to enrol you have to complete the attached 2 forms and email them back to me once you are done. Payment is due in full and a cheque is made payable to the following: Granton Tech, 266 Adelaide Street Unit 2, and Toronto, Ontario M5H 1X6. There are no payment plans available.

Financial Accounting Programs can lead to vocations in National Occupational Classification codes 0111, 1212 and are therefore deemed to be vocational under the Act.

Retail Travel Counselling:

A student who was enrolled at Granton Institute of Technology in the Retail Travel Counselling program supplied the Designate with email correspondence that she received from Granton Tech acknowledging her enrolment at the school. Specifically, on July 22, 2010 Ania Piorkowska informs the student:

"It was great speaking with you this morning. I appreciate your patience and understanding with regards to the delay in exam marking and am pleased that we were able to rectify the points of interest...I will keep you posted before end of day tomorrow regarding markings of your 6 exams and when they will be sent back as well as the remaining Sabre course information."

Travel Counsellors are classified under National Occupational Classification (NOC) Code 6431 and the Retail Travel Counselling program is therefore deemed to be vocational under the Act.

On August 16 2010, Ania Piorowska of Granton Tech sent the student an email outlining the conditions of her continued registration:

"To clarify everything going forward, Granton Institute is no longer in operation and Granton Tech is the new company in place offering some of the same programs and courses but not all. Some of the changes which have been implemented under the operation of the new company Granton Tech pertain to textbooks. Granton Tech

formerly Granton Institute does not issue or provide textbooks to students. We do however offer credits (towards future enrolment) for the cost of textbooks to existing students who purchase their own books in order to finish their program and or course. Granton Tech addresses the marking of exams for existing students so long as the student is paid in full and or will be paying their balance off in full.

As per management's instructions going forward, in order to proceed with providing any additional course related information, we require the payment of your outstanding balance to be paid in full...."

Based on the evidence outline above, Granton Tech is offering and providing vocational programs without the prior approval of the Superintendent in contravention of s.8 of the Act.

Contravention of section 9 of the Act – Charging Fees for Unregistered Private Career College and Unapproved Programs (\$1,000)

On September 20, 2010, a student who advised that she was enrolled at Granton Tech in their Architecture program supplied the Designate with a copy of a student statement (invoice) that she received from the school dated August 16, 2010, which shows an outstanding balance of \$4,180.00. This student also supplied the Designate with a copy of her previous contract with Granton Institute which shows that her agreement was signed on December 13, 2002. This date along with the \$8,330.00 originally billed to the student for her program is referenced in the student statement that she received from Granton Tech on August 16, 2010.

This student also received a letter from Granton Tech explaining recent changes at Granton Tech. The letter informs the student of acceptable payment methods. The letter also states *"please note: if you miss your monthly payment, your studentship (sic) maybe temporarily suspended until your account is brought up to date"*.

Received in mail Aug 16, 2010
 9:46:46 AM
 Arrive on July 22, 2010 @ 4:30 pm

Dear Student,

The Granton Institute of Technology has recently undergone an exciting transformation.

The Granton team is pleased to announce that we have also turned over a "green leaf" and are focused on doing our part to improve the environment. With this greener approach, we are launching a new and interactive web site for our students at www.grantontech.com.

Our new web site will be easy to navigate and self-serve, enabling all of our valued students to access their programs, courses, tutorials and exams online from the comfort of their home.

Along with this virtualization, the Granton team will also be modifying our billing process.

We will no longer be mailing invoices. Enclosed you will find a Pre-Authorized payment form, which will let you pay directly from your bank account or by credit card. Or you can send us post-dated cheques for your monthly payments. Return the completed form with a "sample" cheque or form from your Bank, or provide your credit card number and expiry date, authorizing monthly payments with your signature.

Please note: If you miss your monthly payment, your studentship maybe temporarily suspended until your account is brought up to date.

Never worry about missing a payment, complete and mail your form today! If you have any questions or concerns, please don't hesitate to contact us.

Regards,

Elizabeth (Liz) Taylor
 Student Accounts
 Granton Tech
 Tel: 416-977-3929 Ext. 102
 Fax: 416-850-5390
accounts@grantontech.com
www.grantontech.com



Dream Achieve Succeed

2 of 2

Province of Ontario - Career Training at Home
GRANTON INSTITUTE OF TECHNOLOGY
 263 ADELAIDE STREET WEST, TORONTO, ONTARIO CANADA M5H 1Y3
ENROLLMENT AGREEMENT

I hereby enroll for (Course Title) ARCHITECTURE (COMPLETE CAREER) Course # 2092A
 such instruction to begin with the date of acceptance of this application at Toronto.

I understand the registration fee is included in the total course fee and I promise to pay for the course of instruction the sum of \$ 9,330.00 in the following manner:

CASH PLAN: Full payment \$ _____ with this enrollment form.

MONTHLY PLAN: Down payment \$ 50 with this enrollment form

and the balance in monthly payments of \$ 35.00 for 100 months with (when applicable) one final payment of \$ 35.00

PAYMENT OPTION: Please charge the

Cash Payment Down Payment Monthly Payment

to my Credit Card: check

VISA MASTERCARD AMERICAN EXPRESS

Card # _____

Expiry Date _____

Cheques or money orders are to be made out to the GRANTON INSTITUTE OF TECHNOLOGY. For your convenience you may submit post-dated cheques for your monthly payment plan.

I understand that the content, prerequisites, duration and cost of my course are outlined in the current Career Opportunities guide and that this course of study prepares me for a Granton Certificate or Granton Diploma. I understand that should I wish to withdraw my Granton training for other purposes such as apprenticeship, licensing, credit transfer, or external examination requirements it would be my responsibility to check the local citizenship and qualifying prerequisites before enrolling. I understand that for withdrawal and refund purposes each course has an exact contract time and that should I withdraw during the exact contract time I am entitled to a partial refund as outlined in the regulations shown on the reverse of this form. I understand that no partial refunds are made once the exact contract time has elapsed.

I understand that the exact contract time of my course is calculated by dividing the course price by 100 and rounding up to the nearest week. I understand that my rate of study will not affect my rate of payment and that the fees paid are not transferable to another person.

I have received a copy of the contract and have read and understood all terms.

Signature _____

SATISFACTION OR REFUND OF FEES: If on completion, you are dissatisfied, your fee will be refunded. Some conditions apply. See the Career Opportunities for details.

YOUR TUITION IS TAX-DEDUCTIBLE: Granton's courses are certified under the Federal Income Tax Act and the tuition fees are deductible for income tax purposes.

*PERSONAL DETAILS: M W M F

Telephone: home: _____
 Telephone: work: _____
 Fax: home: _____
 Fax: work: _____
 E-mail: home: _____
 E-mail: work: _____

I have use of a computer with modem with cd-rom a VCR

DO YOU WISH YOUR EMPLOYER INFORMED AS TO YOUR PROGRESS? Yes No If yes, to whom do you wish?

Name: _____

Company: _____

Address: _____

EDUCATION: CIRCLE HIGHEST GRADE COMPLETED:

1:8 9 10 11 12 13 College 2 3 4 5 6

Other Training: _____

HOW DID YOU HEAR ABOUT GRANTON?

Ministry of Colleges and Universities Employer
 Professional Association CITC Friend
 Yellow Pages Newspaper Magazine TV
 Pre-paid pink mail-in Card Internet Supermarket

Name of Paper/TV Station/Other: _____

ONTARIO 72-12
 FOR COURSE USE: STARTING DATE _____ LENGTH OF COURSE _____ REFERENCE _____
 ACCEPTED BY REGISTRAR _____

Received in mail Aug 16, 2010

Granton Institute-Unaudited See Notice to Read

263 Adelaide Street West Toronto ON
 M5H 1Y3
 Phone: (416) 977-3929 Fax: (416) 977-5612
 Website: info@grantoninstitute.com
 E-mail: _____
 Business #: _____

STATEMENT

Page 1
 Statement Date 12-Aug-10

Print Date: 12-Aug-10
 Time: 4:17 PM

Date	Type	Discount Date	Due Date	Reference	Invoice Total	Balance Due	Days Overdue
13-Dec-02	I		13-Dec-02	0	\$8,330.00	\$4,180.00	2799
Total Balance Owning:						\$4,180.00	

Current	Days Past Due 1-30	Days Past Due 31-60	Days Past Due 61-90	Days Past Due > 90	Amount Paid
\$0.00	\$0.00	\$0.00	\$0.00	\$4,180.00	

Type: I = Invoice C = Credit Memo A = Advance Payment

To avoid interest charges, please make payments by the due date.

RETURN THIS PORTION WITH YOUR PAYMENT

Statement Date	Customer Number	Customer Name	Amount Due	Payment Amount
12-Aug-10			\$4,180.00	

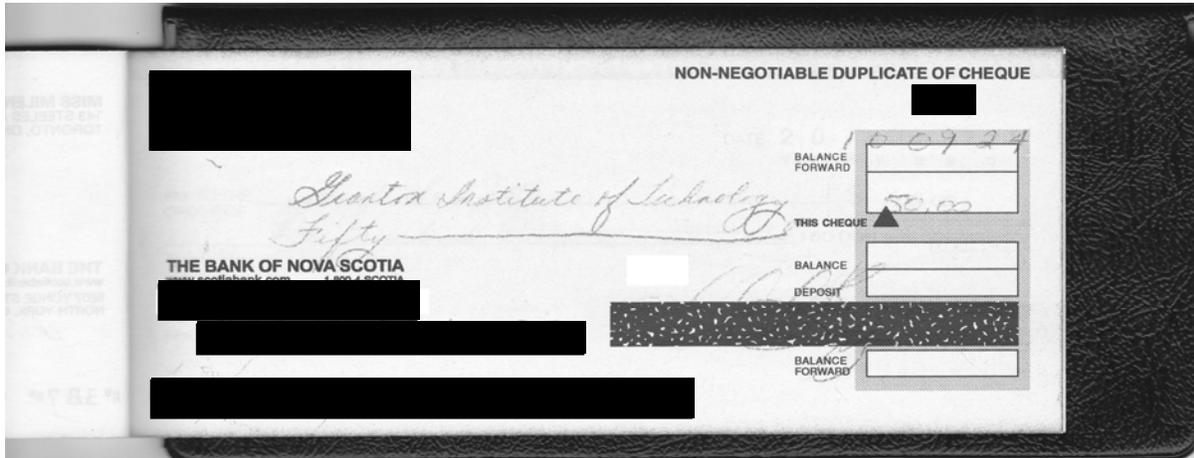
Mail payments to:

Granton Institute-Unaudited See Notice to Reader

263 Adelaide Street West
 Toronto ON
 M5H 1Y3

1 of 2

On October 19, 2010 the same student informed the Designate that she received verbal confirmation from Ming Hope that she is enrolled at Granton Tech. She also supplied the Designate with a copy of a cheque that was issued to “Granton Institute of Technology” on September 24, 2010. The cheque included the customer number B0234704 which is the same number referenced on the statement issued to the student by “Granton Institute” on August 16, 2010.



In addition to the above evidence, another complainant received an email from Ania Piorkowska of Granton Tech stating *“to reiterate on the points of discussion, I will wait to hear back from you on Monday regarding the date as to which we can proceed with charging your credit card for the remaining and reduced balance of \$1500 as well as the credit card information which we can place on file.”* A copy of the email was supplied to the Designate.

Based on the above evidence, Granton Tech is charging fees for a vocational program without seeking registration under the Act. This is a direct contravention of s. 9 of the Act.

Contravention of section 11 of the PCCA, 2005 – Advertising Unregistered Private Career College and Unapproved Programs (\$1,000)

On August 13 and August 27, 2010, and most recently on October 14-15, 2010 a Designate reviewed the website of Granton Tech located at www.grantontech.com. Evidence obtained from the college’s website includes the advertisement of the Financial Accounting Program which can lead to vocations in National Occupational Classification codes 0111, 1212 and is therefore a vocational under the Act.

Financial Accounting

[Enrol](#) [Login](#)



Granton Tech
Dream. Achieve. Succeed.

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Addition Counseling
Administrative Assistant
Automotive Technical Assistant
Banking & Financial Services
Basic Electricity & Electronics
Bookkeeping
Cataloguing and Classification
Community & Social Services
Work
Counselling
Criminology
Dietetics
Financial Accounting
Fitness Instruction, Personal
Training and Nutrition
General & Computerized
Bookkeeping
General Office Administration
Health & Medical Office
Administration Assistant
Health Care Aide
Human Anatomy & Physiology

Financial Accounting

Interested in a new career? Granton Tech will help lead the way!
By enrolling in the Accounting Program you can open a world of opportunities which can help you uncover your next career.

In addition to gaining the necessary knowledge in the field of accounting, you can embark on a new and exciting career path which could lead you to becoming a manager of accounting, working within the government sector or an account executive working for a renowned accounting firm making a lucrative salary.
Better yet you could work towards becoming your own boss and starting your own accounting firm. The possibilities are truly endless and Accounting is first step getting there.

Business Calculations

This course focuses on the basics of business calculations. Students will develop essential math skills and understand how to use spreadsheets, charts and tables. They will learn how to price merchandise and gain an understanding of inventory procedures. Later in the course, students will learn how to calculate advertising costs as well as income and loss.

Accounting - Part 1

This course focuses on the fundamentals of accounting. Students will learn about financial statements and accounting transactions. They will learn how to analyze and record transactions and adjust accounts for financial statements. Later in the course, students will learn how to complete the accounting cycle and classify accounts.

Accounting - Part 2

This course focuses on the fundamentals of accounting. Students will learn about merchandising activities, merchandising inventories and cost of sales. They will learn about accounting information systems, internal control and cash. Later in the course, students will learn about receivables and payroll liabilities.

Human Relations
Legal Office Assistant
Library Clerk
Marketing Assistant
Medical Terminology
Nail Technology
Nurse Aide
Nutrition & Diet Therapy
Occupational Therapy Assistant
Office Receptionist & Office
Assistant
Personal Investment and
Finance
Personal Support Worker
Physical Therapy Assistant
Psychology & Abnormal
Psychology
Sports Accounting
Supervisory Management
Travel & Tourism Assistant

Enrol Now

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The same website also lists the cost of the program at \$449.00 for each of the three modules for a total cost of \$1347.00. Duration of the program is not able to be established as it is a correspondence program. Since this program is not approved, advertising of same is prohibited in accordance with Section 11 (2) of the Act.