

Individual Certificate Courses

Available when you need them!



Academy of Learning

C A R E E R C O L L E G E

ACCOUNTING

BOOKKEEPING - Level 1
BOOKKEEPING - Level 2
BUSINESS & OFFICE ACCOUNTING PRACTICAL SIMULATIONS
PAYROLL COMPLIANCE LEGISLATION
PAYROLL FUNDAMENTALS 1
PAYROLL FUNDAMENTALS 2
QUICKBOOKS PREMIER
SAGE 50 PREMIUM ACCOUNTING 2013

BUSINESS / OFFICE

BUSINESS ADMINISTRATION INTEGRATIVE PROJECT
BUSINESS CORRESPONDENCE - Level 1
BUSINESS CORRESPONDENCE - Level 2
BUSINESS ECONOMICS
BUSINESS ESSENTIALS
BUSINESS FINANCIAL MANAGEMENT
BUSINESS IN THE DIGITAL AGE
BUSINESS LAW & ETHICS
BUSINESS MATH
BUSINESS NEGOTIATIONS AND CONTRACTS
BUSINESS PLANNING
BUSINESS PRESENTATIONS
BUSINESS SUPERVISORY SKILLS
BUSINESS VERBAL COMMUNICATIONS
CONFERENCE AND EVENT MANAGEMENT
EMPLOYMENT SUCCESS STRATEGIES
EVENT MARKETING
GRAMMAR ESSENTIALS FOR BUSINESS WRITING
HUMAN RESOURCE MANAGEMENT
INTERNET FUNDAMENTALS
JOB SEARCH/RESUME WRITING
MANAGEMENT FUNDAMENTALS
MARKETING ADMINISTRATION
MARKETING AND SALES
OFFICE PROCEDURES - Level 1
OFFICE PROCEDURES - Level 2
PROJECT MANAGEMENT FUNDAMENTALS Level 1
PROJECT MANAGEMENT FUNDAMENTALS Level 2

COMPUTER TRAINING

KEYBOARD SKILL BUILDING
MICROSOFT ACCESS Level 1
MICROSOFT ACCESS Level 2
MICROSOFT EXCEL Level 1
MICROSOFT EXCEL Level 2
MICROSOFT EXCEL Level 3
MICROSOFT OUTLOOK Level 1
MICROSOFT OUTLOOK Level 2
MICROSOFT POWERPOINT Level 1
MICROSOFT POWERPOINT Level 2
MICROSOFT PROJECT Level 1
MICROSOFT PROJECT Level 2
MICROSOFT PUBLISHER
MICROSOFT WORD Level 1
MICROSOFT WORD Level 2
MICROSOFT WORD Level 3
PERSONAL COMPUTER FUNDAMENTALS - END USERS
PERSONAL COMPUTER FUNDAMENTALS - TECHNICAL USERS
WINDOWS

INFORMATION TECHNOLOGY

COMPTIA A+ CERTIFICATION: 220 - 901
COMPTIA A+ CERTIFICATION: 220 - 902
COMPTIA NETWORK+
COMPTIA SECURITY+
COMPTIA SERVER+
MICROSOFT WINDOWS 10 CONFIGURING WINDOWS DEVICES 697
MICROSOFT WINDOWS 10 INSTALL AND CONFIGURE 698
MICROSOFT WINDOWS SERVER 2012 ADMINISTERING 411
MICROSOFT WINDOWS SERVER 2012 CONFIG. ADVANCED SERVICES 412
MICROSOFT WINDOWS SERVER 2012 INSTALLING AND CONFIG. 410

MEDICAL

EHR, BILLING AND CODING
LEARNING MEDICAL LANGUAGE
MEDICAL OFFICE PROCEDURES
MEDICAL RECEPTIONIST PRACTICAL SIMULATIONS
MEDICAL TERMINOLOGY
MEDICAL TRANSCRIPTION

CUSTOMER SERVICE

CUSTOMER SERVICE
CUSTOMER SERVICE SIMULATIONS
PRINCIPLES OF SELLING
PROFESSIONAL SELLING
STRATEGIES FOR SUCCESS
TELEPHONE COMMUNICATIONS SKILLS
WORKPLACE SUCCESS/INTRAPRENEURSHIP

HOSPITALITY

BASIC HOTEL AND RESTAURANT ACCOUNTING
FUNDAMENTALS OF DESTINATION MANAGEMENT & MARKETING
HOSPITALITY FACILITIES MANAGEMENT & DESIGN
HOUSEKEEPING MANAGEMENT
LEADERSHIP & MANAGEMENT IN THE HOSPITALITY INDUSTRY
MANAGING TECHNOLOGY IN THE HOSPITALITY INDUSTRY
MANAGING FRONT OFFICE OPERATIONS
MANAGING HOSPITALITY HUMAN RESOURCES
MANAGING SERVICES IN FOOD AND BEVERAGE OPERATIONS
MARKETING IN THE HOSPITALITY INDUSTRY
PURCHASING FOR FOOD SERVICE OPERATIONS
SUPERVISION IN THE HOSPITALITY INDUSTRY

HOME INSPECTION

AIR CONDITIONING & HEAT PUMP
BUILDING YOUR HOME INSPECTION BUSINESS
COMMUNICATION & PROFESSIONAL PRACTICE
ELECTRICAL INSPECTION
EXTERIOR INSPECTION
HEATING INSPECTION 1
HEATING INSPECTION 2
INTERIOR & INSULATION INSPECTION
PLUMBING INSPECTION
ROOFING INSPECTION
STRUCTURE INSPECTION

WEB DESIGN

COLOUR THEORY (CC)
DREAMWEAVER 1 (CC)
DREAMWEAVER 2 (CC)
DYNAMIC WEB DEVELOPMENT WITH PHP (CC)
ANIMATE 1
FUNDAMENTALS OF TYPOGRAPHY (CC)
HTML AND CSS ESSENTIALS (CC)
ILLUSTRATOR BASICS (CC)
INFORMATION DESIGN 1 (CC)
INTRODUCTION TO WEB DESIGN (CC)
JAVASCRIPT FOR DESIGNERS (CC)
PHOTOSHOP BASICS (CC)
WEB 101 (CC)
WEB DESIGN 1 (CC)
WEB PORTFOLIO DESIGN (CC)
WEB PRACTICAL SIMULATION (CC)
WORDPRESS DEVELOPMENT (CC)

ACADEMIC UPGRADING

COLLEGE AND UNIVERSITY PREPARATORY PROGRAM
LANGUAGE MECHANICS & EXPRESSION
MATHEMATICS - COMPUTATION, CONCEPTS & APPLICATIONS
VOCABULARY & COMPREHENSION
OSSD CREDIT ACQUISITION SUPPORT
VITAL ENGLISH - ESL

JUST CALL: 613-544-8973

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