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

HEALTHCARE

- EHR, BILLING AND CODING
- DENTAL ADMINISTRATIVE ASSISTANT LEVEL 1
- DENTAL ADMINISTRATIVE ASSISTANT LEVEL 2
- DENTAL ADMINISTRATIVE ASSISTANT LEVEL 3
- MEDICAL OFFICE PROCEDURES
- MEDICAL RECEPTIONIST PRACTICAL SIMULATIONS
- MEDICAL TERMINOLOGY
- MEDICAL TRANSCRIPTION
- LEARNING MEDICAL LANGUAGE
- BUSINESS COMMUNICATIONS AND REPORT WRITING
- CASE MANAGEMENT, COUNSELLING, AND ETHIC
- CRIMINOLOGY AND AT-RISK POPULATIONS VIRTUAL
- GOVERNMENT AND SOCIAL SERVICES
- LIFE-SPAN DEVELOPMENT VIRTUAL
- INTRODUCTION TO MENTAL HEALTH AND ADDICTIONS
- PSYCHOLOGY FUNDAMENTALS
- SOCIOLOGY AND FAMILY LIFE IN CANADA VIRTUAL

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
- WINDOWS

Individual Certificate Courses

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Academy of Learning
CAREER COLLEGE

CUSTOMER SERVICE

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

Personal Development

- STRATEGIES FOR SUCCESS

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)

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

INFORMATION TECHNOLOGY

- COMPTIA A+ CERTIFICATION: 220 - 1001
- COMPTIA A+ CERTIFICATION: 220 - 1002
- COMPTIA NETWORK+
- COMPTIA SECURITY+
- COMPTIA SERVER+
- MICROSOFT WINDOWS 10 (MG-100)
- MICROSOFT WINDOWS 10 MANAGING MODERN DESKTOPS   (MG-101)
- MICROSOFT WINDOWS SERVER 2016 INSTALLATION, STORAGE AND COMPUTE 740
- MICROSOFT WINDOWS SERVER 2016 NETWORKING 741
- MICROSOFT WINDOWS SERVER 2016 IDENTITY 742
- INTRODUCTION TO BLOCKCHAIN AND SMART CONTRACT TECHNOLOGY
- BLOCKCHAIN APPLICATION DEVELOPMENT

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

ACADEMIC UPGRADING

- COLLEGE AND UNIVERSITY PREPARATORY   PROGRAM
- OSSD CREDIT ACQUISITION SUPPORT
- VITAL ENGLISH - ESL