



Academy of Learning programs are designed around your needs. Join the **97%\*** of Academy of Learning graduates who have found rewarding careers in Healthcare, Business, Legal, Information Technology, Hospitality, and more! Academy of Learning is dedicated to delivering high quality content that is fun, interactive and rewarding. If you are looking to earn a diploma or a certificate, we can help you achieve your career goals. Academy of Learning empowers you with the flexibility to learn at your own pace and set your own schedule.

## CAREER PROGRAMS

- Office Administration
- Health Care Aide (Government of Alberta Curriculum)
- Medical Office Assistant with Health Unit Coordinator
- Medical Office Assistant with Veterinary Specialty
- Business Administration
- Hotel and Tourism Management Studies
- Legal Administrative Assistant
- Computerized Payroll Accounting
- Payroll Administrator
- Marketing Coordinator
- Business Management
- Dental Administrative Assistant
- Insurance Advisor
- Network Administrator
- PC Support Specialist
- Computerized Accounting
- Web Designer
- Business Office Skills
- and more!



## CERTIFICATE COURSES

### Accounting

- AccPac 5.0 Advantage Series
- Basic Bookkeeping (2 levels)
- CPA - Payroll Compliance Legislation
- CPA - Payroll Fundamentals 1
- CPA - Payroll Fundamentals 2
- Simply Accounting Pro
- QuickBooks Pro

### Business

- Business Correspondence (2 levels)
- Business Economics
- Business in the Electronic Age
- Business Essentials
- Business Financial Management
- Business Law and Ethics
- Business Math
- Business Negotiations and Contracts
- Business Planning
- Business Supervisory Skills
- Business Verbal Communication
- Business Writing Essentials
- Conference and Event Management
- Customer Service
- Employment Success Strategies
- Event Marketing
- Grammar Essentials for Business Writing
- Human Resource Management
- Management Fundamentals
- Marketing Administration
- Marketing and Sales
- Marketing Administration
- Professional Selling
- Principles of Selling
- Project Management Fundamentals (2 Levels)
- Workplace Success / Intrapreneurship

### Keyboarding

- Intro to Keyboarding
- Keyboard Skill Building (25 to 55 wpm)

### English Training

- English for Specific Purposes
- General English
- IELTS Test Preparation

### Healthcare

- EHR Billing and Coding
- Introduction to Medical Terminology
- Medical Office Procedures

### Home Inspection

- Air Conditioning / Heat Pumps
- Electrical Inspection
- Exterior Inspection
- Heating Inspection 1 & 2
- Interior & Insulation Inspection
- Plumbing Inspection
- Roofing Inspection
- Structure Inspection

### Graphics / Web Design

- Color Theory
- Dreamweaver (2 levels)
- Dynamic Web Development with PHP
- Flash Basics
- Fundamentals of Typography
- HTML and CSS Essentials
- Illustrator Basics
- Information Design 1
- Introduction to Web Design
- JavaScript for Designers
- Photoshop Basics
- Web 101
- Web Design 1
- Web Graphics Using Fireworks
- Web Portfolio Design

### Operating Systems

- Microsoft Windows

### Microsoft Office

- Microsoft Access (2 levels)
- Microsoft Excel (3 levels)
- Microsoft Outlook (2 levels)
- Microsoft PowerPoint (2 levels)
- Microsoft Project (2 levels)
- Microsoft Publisher
- Microsoft Word (3 levels)

### CompTIA / Microsoft Certification

- CompTIA A+ Certification: 220-801
- CompTIA A+ Certification: 220-802
- CompTIA Network+
- CompTIA Server+
- CompTIA Security +
- Windows Server 2008 Certification

Academy of Learning has over 100 exciting courses available, all targeted to give students the training they need to get ahead. Whether it's basic computer skills or career-oriented business skills, Academy of Learning has all the courses available to upgrade your skills. Courses start every day. It's training you need on a time that fits your schedule.

To View the Program Catalog online, visit [bit.ly/AcademyCatalog](http://bit.ly/AcademyCatalog)

