



# Give yourself a **Raise - Education** pays!

## Canada's Great Training Value

Key2Careers College is dedicated to educating students to be responsible professionals and citizens in an increasingly complex world of evolving technology.

### Why Choose Key2Careers College?

At Key2Careers we provide a specially designed learning environment in order for professional instructors to accommodate to student needs and provide them top class training experience. Consider the following:

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- In-depth knowledge of industry requirements
- Certified & Experienced Instructors
- Hands-on Instructor Led Classroom Training
- Flexible Schedules (day, evening & weekend)
- Job Placement Assistance
- Effective Career Management Services
- Easy payment & Financing plans

## Computerized Accounting Diploma

**Duration: 440Hours/22weeks**

This program essentially focuses on developing fundamental computer, accounting and professional skills. Emphasis is placed on learning the Computer fundamentals, Internet and gaining in-depth knowledge of the most popular word processing, spreadsheet, and accounting software applications in use today. Furthermore, superior professional skills are developed, which are highly sought after by all employers.

### Topics covered in this program

Computer fundamentals, Soft Skills for Business, Bookkeeping, Simply Accounting & QuickBooks, ACCPAC-I and ACCPAC II

Furthermore, our Learning System will help you to develop confidence in your abilities as a Business professional.

### Career Opportunities

Once you graduate, you can proficiently utilize word processing, spreadsheet and accounting computer applications to meet the functional objectives of a business. Successful graduates will be ideally suited for entry-level positions in medium to large-size companies where superior software application skills and accounting knowledge is required.

### Soft Skills Training

Change is the one constant component consistent in today's changing workplace. A new breed of terms has surfaced in the modern office, manufacturing plant, retail outlet, and virtually in every place that conducts business.

Today's employees must be more entrepreneurial in their approach. What some of today's employees and job seekers are selling is a very hot commodity in the marketplace; their skills. Soft skills such as, negotiation skills, listening and communication skills, problem solving abilities, team building and leadership skills, change and stress management abilities are just a few qualifications of the skills that are critical in today's changing workplace.

Key2Careers College is a leader in the industry by providing and implementing innovative soft skills training and value-added training solutions for new immigrants, professionals, recent graduates and large corporations.

## CAREERS

### Digital Art & Animation

- |                            |                          |
|----------------------------|--------------------------|
| Advertising Design Diploma | Computer Graphic Diploma |
| Digital Media Design       | Computer Animation       |
| Computer Gaming            | Web Design               |
| Video Game Design          | Digital Video Editing    |

### Information Technology Vendor Certification Program

- A+ ( PC Repair )
- A+ / MCSE/CCNA/LINUX ( Networking)
- Oracle 9i/10g ( Database Administration)
- Oracle Application Developer
- Software QA
- Programming ( C,C++, C#, VB.Net, Embedded)
- Other courses in Cisco, Citrix, Comptia, Crystal Decisions, IBM, Linux, Lotus, Microsoft, Navision, Novell, Oracle, Project-Management, Solaris, Sun Java, etc.

### Business & International Trade

- Business Administration & Communications Diploma
- International Trade Diploma (Post Graduate)

### Accounting

- |                                 |                   |
|---------------------------------|-------------------|
| Computerized Accounting Diploma |                   |
| Quickbooks                      | Simply Accounting |
| ACCPAC ( AR/AP/GL/Payroll)      | Bookkeeping       |

### Industrial Design

- |                                  |               |
|----------------------------------|---------------|
| AutoCad                          | Catia V5      |
| Solid Works                      | Inventor      |
| Unigraphics                      | 3D Studio MAX |
| Microstation                     | Pro-Engineer  |
| Architectural/Mechanical Desktop | PrimaVera     |

### Language Training

- |                                    |                  |
|------------------------------------|------------------|
| Business English                   | Business Writing |
| English as a Second Language (ESL) |                  |
| French as a Second Language (FSL)  |                  |
| American Accent Training           |                  |

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