

BUSINESS STUDIES AND TECHNOLOGY



At Yorkdale Adult Learning Centre we offer excellent business and computer programs to prepare you for the current world of work.



Accounting

- Accounting - Simply Accounting and QuickBooks (basic and advanced)
- Small Business - Learn to set up and run a small business as a sole owner.

Accounting classes can be combined with a full or part time Cooperative Education Program.

Computer Skills

- Microsoft Office
(Word, Excel, PowerPoint, Access)

Technology

- Cisco Networking
- Computer Repair (diagnose, maintain and repair computers)
- Web Design – Digital and Animation
- AutoCad (beginner, advanced)

