



Are you on the Track to Employment?

Why not attend a **FREE** Information Session and find out how to earn a **Diploma** and start a rewarding new career? Get a career you'll love in **Medical Receptionist** in as little as 5 months!

Academy of Computer & Employment Skills (A.C.E.S.) is a career college operated by Working Skills Centre (WSC), a community agency that has been training immigrants for great careers in office and accounting positions since 1978.

Medical Receptionist

Qualification Awarded: Diploma*

Modules

MS Outlook 2007
MS Word 2007
MS Excel 2007
Reception
Medical Transcription
Medical Terminology
Medical Billing (ABELMed Software)
Essential Skills (English in the Workplace, Workplace Communication, Office Procedures, Business Communication)
Volunteer Placement (for the STDLE only)
Job Search

Start Date: June 07, 2010

Course Duration: 20 weeks

Volunteer Placement: 6 weeks

Extra **Job Search Assistance** for up to 20 weeks

Graduates of the program will be equipped with the skills to work in positions such as:

- ✓ Medical Receptionist
- ✓ Medical Secretary
- ✓ Clinic Coordinator
- ✓ Office Administrator

* Medical Receptionist is an approved vocational program under the *Private Career Colleges Act, 2005*.

Eligibility:

- 18 years of age or older
- Committed to attending training full-time for 5 months or part-time for 8 months
- Canadian Language Benchmark Level 5
- Basic Computer Literacy

Financial Assistance:

We will work with you to arrange financial support if necessary, help you apply for a WSC Bursary to cover part of your tuition, or if you are a client of Toronto Employment & Social Service receiving financial and/or employment support (on Ontario Works) your tuition may be covered under Skills Training Directly Linked to Employment (STDLE).

Free Information Session: 55 Eglinton Ave. East, suite 703

Come to a FREE Information Session any Thursday for an assessment to see if you are eligible for this training program.

Call 416-703-7770 ext 206 (Rafath Ali-Khan)

Email railkhan@workingskillscentre.com

Drop-in any Thursday at 10:00 and register on site for the Information Session

