



## 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 **Office Clerk** 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.

### Office Clerk

Qualification Awarded: Diploma\*

Modules
Bookkeeping
MS Excel 2007
MS Word 2007
MS Access 2007
MS PowerPoint 2007
Telephone Communication
Reception
Essential Skills (English in the Workplace, Office Procedures)
Volunteer Placement (for the STDLE only)
Job Search

**Start Date:** April 05, 2010

**Course Duration:** 22 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:

- ✓ Office Clerk
- ✓ Receptionist
- ✓ Data Entry Clerk
- ✓ Office Administrator

\* Office Clerk 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 4/5
- 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

