



# ACADEMY OF COMPUTER & EMPLOYMENT SKILLS

an initiative of  
WORKING SKILLS CENTRE



*Empowering immigrants to create their own futures*

WSC received the business license for the Academy of Computer & Employment Skills (A.C.E.S.) in June 2008. The Diploma Programs are unique as they combine the technical skills needed for jobs in today's competitive market as well as soft skills required by Canadian employers. Modules on the Canadian Workplace and Business English ensure that immigrants are well prepared for administrative positions, the front line for many businesses. A.C.E.S. is registered as a private career college under the *Private Career Colleges Act, 2005*

**Fees:** Course fees for the Diploma Programs are listed on the Ministry of Training, Colleges and Universities' website:  
Computerized Accounting: \$3,850.00 plus \$300.00 for books and transcript  
Computerized Office Admin: \$3,750.00 plus \$200.00 for books and transcript

**NOTE:** WSC is **not** an OSAP program. We do not believe in encouraging immigrants, especially women, to incur debt to undertake skills training needed to secure employment in Canada. WSC is prepared to waive all or part of the tuition fees and charge only an administrative fee to Social Services. Bursaries and Scholarships are available.

**Next Start Dates:** Programs start every 7 weeks, in a 3-semester program. The first 7 weeks are Preparation for Careers and Training modules and many clients can obtain advanced standing for these modules based on prior learning or work experience. Core modules are divided in Part 1 and Part 2; the next start dates are:

Computerized Accounting:

Next Start Date: **TBA**

Computerized Office Administration:

Next Start Date: **TBA**

<b>Computerized Office Administration (CO) *</b>	
21 weeks, Monday to Friday, 9:00 a.m. to 4:00 p.m.	
<b>Mod #</b>	<b>Module Name</b>
CO-1	Telephone Communication
CO-2	Business English
CO-3	Introduction to Computers
CO-4	Excel 2007
CO-5	Word 2007
CO-6	Business Math
CO-7	Keyboarding: Level 1
CO-8	Windows
CO-9	Intermediate & Advanced Excel
CO-11	Intermediate & Advanced Word
CO-10	Access
CO-12	PowerPoint
CO-13	Workplace Communication
CO-14	Logistics (includes PowerPoint Presentation) (Ocean Freight, Air Freight, Trucking, & Import/Export Documentation).
CO-15	Reception Training
CO-16	Canadian Workplace
CO-17	Keyboarding: Level 2
CO-18	Job Search
<b>Computerized Office Admin Diploma 590 hours</b>	

<b>Computerized Accounting (CA) *</b>	
21 weeks, Monday to Friday, 9:00 a.m. to 4:00 p.m.	
<b>Mod #</b>	<b>Module Name</b>
CA-1	Telephone Communication
CA-2	Business English
CA-3	Introduction to Computers
CA-4	Excel 2007
CA-5	Word 2007
CA-6	Business Math
CA-7	Bookkeeping
CA-8	Keyboarding: Level 1
CA-9	Windows
CA-10	Intermediate & Advanced Excel
CA-15	Intermediate & Advanced Word
CA-11	ACCPAC 5.4 (General Principles, GL, AP, AR),
CA-12	Simply Accounting 2008 (GL, AP, AR, Inventory, Payroll, Project Accounting)
CA-13	QuickBooks 2007
CA-14	Reception Training
CA-16	Canadian Workplace
CA-17	Keyboarding: Level 2
CA-18	Job Search
<b>Computerized Accounting Diploma 630 hours</b>	

\* Approved as a vocational program under the *Private Career Colleges Act, 2005*.

*Call 416 703-7770 to attend a free information session every Thursday at 10:00 a.m.*