



Quality Training since 1978
WORKING SKILLS CENTRE

Part-time Courses*
Open to the General Public
Spring & Summer 2008

350 Queens Quay West, Suite 204, Toronto, M5V 3A7
(On the Harbourfront)

Course Table

Title	Start Date	Day(s)	Time	No. of weeks	**Fee
Bookkeeping	July 21	Wed	6 pm – 9 pm	7	\$150
ACCPAC 5.4 (GL, AP, AR)	August 18	Mon & Wed	6 pm – 9 pm	11	\$400
ACCPAC 5.4 Payroll	tba	Fri	9 am – 1 pm	3	\$105
Simply Accounting 2007	tba	Sat	10 am – 4:30 pm	6	\$200
Quickbooks Pro 2007	July 05	Sat	10 am – 4:30 pm	6	\$150
MS Excel Level 1	July 17	Thur	6 pm – 9 pm	2	\$60
MS Excel Level 2 & 3	July 29	Tue	6 pm – 9 pm	10	\$180
MS Word Level 1	tba	Tue	6 pm – 9 pm	2	\$75
MS Word Level 2 & 3	tba	Tue	6 pm – 9 pm	10	\$180
MS PowerPoint	tba	Fri	10 am – 4 pm	2	\$80
MS Outlook	tba	Fri	9 am – 4 pm	2	\$80
Reception	June 27	Fri	10 am – 3 pm	3	\$100

*These courses do not require approval under the Private Career Colleges Act, 2005

**Prices include GST. Textbooks and materials are extra.

Sufficient student enrolment is required to start a course.

To register call 416-703-7770.

www.workingskillscentre.com



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350 Queens Quay West, Suite 204, Toronto, M5V 3A7
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Computerized Accounting Diploma Program

(Approved as a vocational program under the
Private Career Colleges Act, 2005.)

Open to Men and Women

Continuous Intake

17 weeks
(with advanced standing
for some modules)

Weekday Evenings
Fridays
Saturdays

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The diploma program includes:

Bookkeeping Principles	Excel 2007 Levels 2 and 3
ACCPAC 5.4 (GL, AP, AR)	Word 2007 Level 1
Simply Accounting (GL, AP, AR, Payroll, Inventory and Project Accounting)	Word 2007 Levels 2 & 3
Quickbooks Pro (GL, AP, AR, Inventory and Payroll)	Orientation to the Canadian Workplace
Windows	Reception
Excel 2007 Level 1	Keyboarding

Candidates wanting to register in the diploma program must first complete an assessment.

Call 416-703-7770 to arrange an appointment.

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