



Skills Training for Immigrant Women

Call 416-703-7770 to attend our FREE information session and basic skills assessment, Thursdays at 10:00 a.m.

Preparation for Office and Accounting Skills Training

\$60	1. Intro to Excel / Keyboarding Level 1 7 weeks starting July 08, 2008 Tuesdays 9:15 a.m. – 12:15 p.m.	Learn basic MS Excel. Learn the basic concepts of spreadsheets as well as how to use formulas. Practice keyboarding.
\$150	2. Bookkeeping 7 weeks starting July 07, 2008 Mondays 9:15 a.m. – 12:15 p.m. Tuesdays 1:00 p.m. – 4:00 p.m.	Learn accounting concepts; business transactions; journalizing & posting; income statement; subsidiary ledgers; and multi-purpose columnar journal. <i>Knowledge of bookkeeping is a prerequisite for the Computerized Accounting Diploma.</i>
\$50	3. Telephone Communication 7 weeks starting July 09, 2008 Wednesdays 9:15 a.m. – 12:15 p.m.	Learn telephone etiquette; active speaking and listening; taking and leaving messages; and handling different types of customers.
\$35	4. Business Math 7 weeks starting July 09, 2008 Wednesdays 1:00 p.m. – 3:30 p.m.	Revise your knowledge of fractions, decimals, percentages and mathematical formula. A strong foundation in basic math is important for participants planning to enroll in Computerized Office Administration Diploma and/or Computerized Accounting Diploma.
\$60	5. Intro to Word / Keyboarding Level 1 7 weeks starting July 07, 2008 Mondays 1:00 p.m. – 4:00 p.m.	Learn Microsoft Windows and basic MS Word. Learn the basic concepts of word processing as well as the appropriate formatting for personal and business documents. Practice keyboarding.
\$250 plus \$70 for text book	6. Medical Terminology and Office Procedures 7 weeks starting May 22, 2008 Thursdays & Fridays, 1:15 to 4:15 pm	Comprehensive course in medical terminology including workshops on medical office procedures.

English as a Second Language Courses

\$20	1. Business English / Job Search 7 weeks starting September 02, 2008 Tuesdays 1:00 p.m. to 4:00 p.m.	Develop a winning resume and cover letter. Learn how to do search the internet to find a job. Practice job interviews. Learn how to sell yourself to an employer. Be prepared for tough job interviews questions.
\$20	2. Canadian Workplace English 8 weeks starting September 05, 2008 Mondays 1:00 p.m. to 4:00 p.m. Fridays 9:00 a.m. to 12:30 p.m.	Learn memo writing, business letter writing, e-mails/e-mail etiquette, filing, spelling and vocabulary, proofreading, reading comprehension, intercultural business communication, business phrases, inclusive, non-discriminatory language, speaking and listening skills.

Full-Time Comprehensive Programs

COMPUTERIZED OFFICE ADMINISTRATION DIPLOMA* Start Date for Core Module: July 07, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	Core Modules: Windows, MS Word (Intermediate & Advanced), MS Excel (Intermediate & Advanced), MS Access, MS PowerPoint, Keyboarding Level 2, Workplace Communication, Reception, Business English, Canadian Workplace, Logistics (Ocean Freight, Air Freight, Trucking, and Import/Export Documentation).
COMPUTERIZED ACCOUNTING DIPLOMA* Start Date for Core Modules: July 07, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	Core Modules: ACCPAC for Windows (GL, AP, AR), Simply Accounting (GL, AP, AR, Inventory, Payroll and Project Accounting), Quick Books Pro, Windows, MS Excel (Intermediate & Advanced), MS Word (Intermediate & Advanced), Business English, Canadian Workplace, Reception Skills.
MAIL PROCESSOR TRAINING PROGRAM Start Date: July 07, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	Industry-specific modules: Canadian NDG and LCP Sorting with I-Address Software, Inkjet Machine with Datatech Design Software, Postage Meter Machine, Inserter Mail Processor. Additional modules to improve basic computer and communication skills: Business English/ Job Search, Intro to MS Word, Intro to MS Excel, Keyboarding Level 1, Telephone Communication, Canadian Workplace. Practicum: 4-6 weeks.
MEDICAL RECEPTION CERTIFICATE Start Date: July 07, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	Medical terminology, Medical Billing, Medical Office Procedures, Reception Training, Word Level 2 & 3, Excel Level 2 and 3.

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