



## 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	<b>1. Intro to Excel / Keyboarding Level 1</b> 7 weeks starting September 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	<b>2. Bookkeeping</b> 7 weeks starting September 08, 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	<b>3. Telephone Communication</b> 7 weeks starting September 08, 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	<b>4. Business Math</b> 7 weeks starting September 08, 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	<b>5. Intro to Word / Keyboarding Level 1</b> 7 weeks starting September 08, 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	<b>6. Medical Terminology and Office Procedures</b> 7 weeks starting September 08, 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	<b>1. Business English / Job Search</b> 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	<b>2. Canadian Workplace English</b> 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

<b>COMPUTERIZED OFFICE ADMINISTRATION DIPLOMA*</b> Start Date for Core Module: September 08, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	<b>Core Modules:</b> 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).
<b>COMPUTERIZED ACCOUNTING DIPLOMA*</b> Start Date for Core Modules: September 08, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	<b>Core Modules:</b> 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.
<b>MAIL PROCESSOR TRAINING PROGRAM</b> Start Date: September 08, 2008 14 weeks Mon to Fri 9: 00 a.m. – 4:00 p.m.	<b>Industry-specific modules:</b> Canadian NDG and LCP Sorting with I-Address Software, Inkjet Machine with Datatech Design Software, Postage Meter Machine, Inserter Mail Processor. <b>Modules to improve basic computer and communication skills:</b> Business English/ Job Search, Intro to MS Word, Intro to MS Excel, Keyboarding Level 1, Telephone Communication, Canadian Workplace. <b>Practicum:</b> 4-6 weeks.
<b>MEDICAL RECEPTION CERTIFICATE</b> Start Date: September 08, 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.