



## 2021 Schedule of Programs

PROGRAM	START/END Tentative	ELIGIBLE TO APPLY
<p><b>Managing the Present and Planning the Future</b> Feeling isolated? Anxious about the future? This program will connect you to an online group with health and wellness sessions and sharing circles. Supportive counselling sessions will help you plan for the future. Optional digital literacy and communication classes.</p>	<p><i>Next Program:</i> Feb 24 to May 14 <i>Future Programs:</i> May 17 to Aug 06 Sep 06 to Nov 23 <b>12 weeks part-time</b></p>	<ul style="list-style-type: none"> <li>Receiving Ontario Works in the City of Toronto</li> </ul>
<p><b>Essentials Skills for Office Professionals</b> Upgrade your skills in preparation for work or further study. Modules include Word, Excel, PowerPoint, Outlook, Reception, Office Procedures, Career Assessment and hands-on experience through design and implementation of a community project. Successful graduates will receive a certificate in Word, Excel and Reception.</p>	<p><i>Next Program:</i> Mar 01 to May 21 <i>Future Programs:</i> Jun 01 to Aug 20 Jul 12 to Sep 30 <b>12 weeks full-time</b></p>	<ul style="list-style-type: none"> <li>Receiving Ontario Works in the City of Toronto</li> <li>Able to commit to a full-time program</li> </ul>
<p><b>Microsoft Office Specialist</b> Work towards Microsoft Office Specialist Certification in Word and Excel. Course modules also include Outlook, Reception, Office Procedures and PowerPoint with electives in accounting and medical office administration. This program offers the skills required to work as an administrative assistant in various settings.</p>	<p><i>Next Program:</i> Mar 15 to Jul 02 <b>16 weeks full-time</b></p>	<ul style="list-style-type: none"> <li>Receiving Ontario Works in the City of Toronto</li> <li><b>Women with previous office administration experience.</b></li> <li>Able to commit to a full-time program</li> </ul>
<p><b>Administrative Assistant with Desktop Publishing</b> Complete a diploma in six months of intensive study. Modules include: Word, Excel, Access, Outlook, PowerPoint, Publisher, Photoshop, Illustrator, Bookkeeping with QuickBooks, Reception, Office Procedures and Business Communication. This program offers a foundation in the skills required to work as an administrative assistant.</p>	<p><i>Next Program:</i> Mar 29 to Aug 20 <i>Future Programs:</i> Aug 30 to Jan 07 <b>20 weeks full-time</b></p>	<ul style="list-style-type: none"> <li>Receiving Ontario Works and resident in Toronto</li> <li>Youth 18 to 29 years of age</li> <li>Able to commit to a full-time program</li> </ul>
<p><b>Careers in Financial Sector Using SAP</b> Participants gain hands-on experience in the use of SAP for accounting/finance. Graduates can pursue employment as accountants, financial analysts, project managers etc. Successful graduates receive a certificate of SAP End User Project Implementation.</p>	<p>Program is offered year-round. Intake is continuous. <b>16 weeks part-time</b></p>	<ul style="list-style-type: none"> <li>Receiving Ontario Works and resident in Toronto</li> <li><b>Internationally educated individuals with an accounting/finance background</b></li> </ul>

**FOR MORE INFORMATION:**

**Email: [marina.n@workingskillscentre.com](mailto:marina.n@workingskillscentre.com)**

**Phone: 416-703-7770 ext. 7788**