

## Part-time Individual Courses\* January – April 2018

### Medical Office Administration Related Courses

Course	Start	End	Schedule
Medical Terminology	20-Jan-18	07-Apr-18	Sat 2:00 p.m. – 5:00 p.m.
Medical Terminology	08-Feb-18	30-Mar-18	Thu & Fri 4:30 p.m. - 7:30 p.m.
Medical Terminology Level 2	20-Feb-18	04-Apr-18	Tue & Wed 4:30 p.m. - 7:30 p.m.
Medical Billing	08-Jan-18	31-Jan-18	Mon, Tue & Wed 9:30 a.m. - 12:30 p.m.
Medical Billing	20-Jan-18	24-Mar-18	Sat 10:00 a.m. – 1:30 p.m.
Medical Billing	06-Feb-18	14-Mar-18	Tue & Wed 9:30 a.m. – 12:30 p.m.
Reception	16-Jan-18	21-Feb-18	Tue & Wed 2:00 p.m. -4:00 p.m.
MS Outlook Intensive	09-Mar-17	16-Mar-17	Fri 1:00 p.m. – 4:00 p.m.

### Accounting Related Courses

COURSE	START	END	SCHEDULE
MS Excel Expert	20-Feb-18	27-Mar-18	Tue 10:00 a.m. - 4:00 p.m.
Bookkeeping	16-Jan-18	28-Feb-18	Tue & Wed 1:00 p.m. - 4:00 p.m.
QuickBooks	07-Mar-18	28-Mar-18	Wed 10:00 a.m. - 4:00 p.m.
SAP (Accounting & Financial)	20-Jan-18	10-Mar-18	Sat 10:00 a.m. – 3:30 p.m.

### Office Administration Related Courses

COURSE	START	END	SCHEDULE
Excel Core	18-Jan-18	23-Feb-18	Thu & Fri 1:00 p.m. - 4:00 p.m.
Word Core	15-Jan-18	26-Feb-18	Mon 1:00 p.m. - 4:00 p.m.
Reception	16-Jan-18	21-Feb-18	Tue & Wed 2:00 p.m. – 4:00 p.m.
Excel Intensive for Office Workers	08-Feb-18	15-Mar-18	Thu 1:00 p.m. – 4:00 p.m.
Word Intensive for Office Workers	09-Feb-18	02-Mar-18	Fri 1:00 p.m. – 4:00 p.m.
Outlook Intensive for Office Workers	09-Mar-17	16-Mar-18	Fri 1:00 p.m. – 4:00 p.m.

**WORKING SKILLS CENTRE**  
**55 Eglinton Avenue East, Suite 703**  
 416-703-7770      [achettv@workingskillscentre.com](mailto:achettv@workingskillscentre.com)

\* These courses do not require approval under the Private Career Colleges Act, 2005.  
Sufficient student enrolment is required to start a course.

# SAP Program\*

For professionals in Accounting, Supply Chain and Human Resources

*Continuous intake*

SAP End-User Training (Accounting & Financial)	Sat 10:00 a.m. - 3:30 p.m.
SAP End User Training (Supply Chain)	Sat 10:00 a.m. - 3:30 p.m.
SAP End User Training (Human Resources)	Sat 10:00 a.m. - 3:30 p.m.

Participants acquire skills in the use of **SAP** through completion of a project on a live database. They gain experience that can be narrated in an interview and expertise that can be applied and adapted according to the needs of the work environment.

Thousands of mid-size to large companies worldwide use **SAP** software to run the majority of their day-to-day business transactions and operations. Knowledge of **SAP** tools is a valuable asset for job seekers in the Accounting, Supply Chain or Human Resources professions.

Please note that sector-specific knowledge is a prerequisite to enrolling in the program. Applicants are required to complete an assessment.

*"I started as a Workforce Management Associate but because I have knowledge of SAP I was moved to a better position. I am now doing payroll using SAP. I was able to learn the company's system very quickly because I knew how to navigate through the application having taken the SAP (Accounting & Financial) program at Working Skills Centre. This program has really helped me in my career in Canada."*

*Augustina  
SAP Program graduate*

For more information on the SAP program please contact  
Peter Hidas at 416-703-7770 ext. 518  
[peter.h@workingskillscentre.com](mailto:peter.h@workingskillscentre.com)

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