

Part-time Individual Courses*

Fall & Winter 2017-2018

Medical Office Administration Related Courses

| COURSE | START | END | SCHEDULE |
|-----------------------------|-----------|-----------|--|
| Medical Terminology | 08-Dec-17 | 02-Feb-18 | Fri 9:30 a.m. - 4:00 p.m. |
| Medical Terminology | 08-Feb-18 | 30-Mar-18 | Thu & Fri 4:30 p.m. - 7:30 p.m. |
| Medical Terminology Level 2 | 13-Feb-18 | 28-Mar-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. |
| Reception | 29-Nov-17 | 31-Jan-18 | Wed 4:30 p.m. - 6:30 p.m. |
| Reception | 09-Jan-18 | 14-Feb-18 | Tue & Wed 2:00 p.m. - 4:00 p.m. |
| Reception | 07-Feb-18 | 28-Mar-18 | Wed 4:30 p.m. - 6:30 p.m. |
| MS Outlook | 27-Nov-17 | 30-Nov-17 | Mon, Tue, Wed & Thu 1:00 p.m. - 4:00 p.m. |

Accounting Related Courses

| COURSE | START | END | SCHEDULE |
|------------------------------|-----------|-----------|--|
| MS Excel Expert | 09-Jan-18 | 14-Feb-18 | Tue & Wed 4:30 p.m. - 7:30 p.m. |
| MS Excel Expert | 20-Feb-18 | 27-Mar-18 | Tue 10:00 a.m. - 3:30 p.m. |
| Bookkeeping | 03-Jan-18 | 14-Feb-18 | Tue & Thu 4:30 p.m. - 7:30 p.m. |
| QuickBooks | 05-Dec-17 | 15-Dec-17 | Tue, Wed, Thu & Fri 1:00 p.m. - 4:00 p.m. |
| QuickBooks | 21-Feb-18 | 28-Mar-18 | Wed 10:00 a.m. - 3:30 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 | 11-Jan-18 | 16-Feb-18 | Thu & Fri 1:00 p.m. - 4:00 p.m. |
| Word Core | 08-Jan-18 | 19-Feb-18 | Mon 1:00 p.m. - 4:00 p.m. |
| Reception | 29-Nov-17 | 31-Jan-18 | Wed 4:30 p.m. - 6:30 p.m. |
| Reception | 09-Jan-18 | 14-Feb-18 | Tue & Wed 2:00 p.m. - 4:00 p.m. |
| Reception | 07-Feb-18 | 28-Mar-18 | Wed 4:30 p.m. - 6:30 p.m. |

WORKING SKILLS CENTRE

55 Eglinton Avenue East, Suite 703

416-703-7770

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 pre-requisite 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

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