



# Individual Course List\*

## Spring 2018

	Course Title	Hrs	Start	End	Schedule
	<b>Data Entry and Keyboarding</b>	12	06-Apr	11-May	Fri 10:00 am – 12:00 pm
	<b>Intro to Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access)</b>	30	10-Apr	12-Jun	Tue 1:00 pm – 4:00 pm
	<b>MS Word 2013 Core</b> Space Limited	45	04-Apr	04-May	Wed, Thu, and Fri 9:00 am – 12:00 pm
	<b>MS Word 2013 Core</b>	18	09-Apr	21-May	Mon 1:00 pm – 4:00 pm
	<b>MS Excel 2013 Core</b> Space Limited	51	29-Mar	09-May	Wed, Thu, and Fri 1:00 pm – 4:00 pm
	<b>MS Excel 2013 Core</b>	54	12-Apr	08-Jun	Thu and Fri 9:30 am- 12:30 pm
	<b>MS Excel 2013 Expert</b> (Material Lab Fee: \$220; Tuition: \$300)	36	29-Mar	04-May	Thu and Fri 1:00 pm – 4:00 pm
	<b>MS Excel 2013 Expert</b> Space Limited	45	17-May	15-Jun	Wed, Thu, and Fri 1:00 pm – 4:00 pm
	<b>MS Excel 2013 Expert</b>	36	14-Jun	20-Jul	Thu and Fri 9:30 am- 12:30 pm
	<b>MS Outlook 2013</b> Space Limited	21	06-Jun	20-Jun	Wed, Thu, and Fri 9:00 am – 12:00 pm
	<b>MS Access</b> (In-depth course)	75	20-Jun	27-Jul	Wed, Thu and Fri 9:00 am – 4:00 pm
	<b>Intro to Desktop Publishing</b> (Illustrator, Photoshop, Publisher)	72	30-Jul	14-Sep	Mon, Wed, Fri 9:00 am – 4:00 pm
	<b>SAP (Accounting and Finance)</b>	40	Continuous Intake		Sat 10:00 am – 3:30 pm

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

<b>SAP (Human Resources)</b>	40	Continuous Intake		Sat 10:00 am – 3:30 pm
<b>SAP (Supply Chain)</b>	40	Continuous Intake		Sat 10:00 am – 3:30 pm
<b>Bookkeeping</b>	42	11-Apr- 2018	24-May- 2018	Wed and Thu 4:00 pm – 7:00 pm
<b>Bookkeeping</b> Space Limited	54	19-Jun- 2018	21-Aug- 2018	Tues and Thur 9:00 am – 12:00 pm
<b>Quickbooks</b>	24	31-May	22-Jun	Thu and Fri 1:00 pm – 4:00 pm
<b>Business Communication</b> Space Limited.	21	10-Apr	22-May	Tue 9:00 am – 12:00 pm
<b>Business Writing</b> 4 workshop series (Free)	10	06-Apr- 2018	27-Apr- 2018	Fri 1:00 pm – 4:00 pm
<b>Storytelling with Text and Pictures using Microsoft Word</b> 4 workshop series (Free)	8	04-May	25-May	Fri 1:00 pm – 3:00 pm
<b>Reception</b>	24	18-Apr	11-Jul	Wed 1:30 pm – 3:30 pm
<b>Medical Terminology</b>	42	12-Apr	31-May	Thu and Fri 4:30 pm – 7:30 pm
<b>Medical Terminology Level 2</b>	72	09-Apr	26-Jun	Mon and Wed 4:30 pm – 7:30 pm
<b>Medical Billing</b>	36	16-Apr- 2018	09-May- 2018	Mon, Tue and Wed 9:30 am – 12:30 pm

**Information Sessions Held Wednesdays and  
Thursdays  
2:00 p.m. to 4:00 p.m.  
WORKING SKILLS CENTRE  
55 Eglinton Ave. East, Suite 703 Toronto ON, M4P 1G8  
416-703-7770**

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