



Spring 2019 Part-time Course* List

Office Administration Related Courses

Word Core	June 7, 2019 – July 26, 2019	Fridays 1:00 pm – 4:00 pm
Excel Core	May 13, 2019 – June 12, 2019	Mondays, Tuesdays and Wednesdays 1:00 pm – 4:00 pm
Excel Expert	June 24, 2019 – July 29, 2019	Mondays, Tuesdays and Wednesdays 1:00 pm – 4:00 pm
Reception	May 27, 2019 – July 8, 2019	Mondays and Tuesdays 10:00 am – 12:00 pm

Medical Reception Related Courses

Medical Terminology	May 27, 2019 – July 24, 2019	Mondays and Wednesdays 4:30 pm – 7:30 pm
Medical Billing	May 29, 2019 – July 17, 2019	Wednesdays 1:00 pm – 4:00 pm
Reception	May 27, 2019 – July 8, 2019	Mondays and Tuesdays 10:00 am – 12:00 pm

Accounting Related Courses

Bookkeeping	June 10, 2019 to July 31, 2019	Mondays and Wednesdays 5:00 pm to 8:00 pm
QuickBooks (Bookkeeping is a pre-requisite)	August 5, 2019 to August 28, 2019	Mondays and Wednesdays 5:00 pm to 8:00 pm
SAGE	May (tentative)	Saturdays 10:00 am – 3:00 pm
SAP (Accounting and Finance)	Continuous Intake	Saturdays, 10:00 am – 3:30 pm

Information Sessions

Thursdays 2:00 p.m. to 4:00 p.m.
WORKING SKILLS CENTRE
55 Eglinton Ave. East, Suite 703 Toronto ON, M4P 1G8

For more information contact:

416-703-7770 ext. 201 or 333
achetty@workingskillscentre.com
zumrud.g@workingskillscentre.com

*This program does not require approval under the Private Career Colleges Act, 2005.



Working Skills Centre

SAP Program*

For professionals in Accounting, Supply Chain and Human Resources

SAP End-User Training

SAP (Accounting & Finance) <i>(Knowledge of accounting is a pre-requisite)</i>	Continuous intake 8-week program	Saturdays 10:00 am to 3:30 pm
SAP (Supply Chain) <i>(Knowledge of supply chain management is a pre-requisite)</i>	Continuous intake 8-week program	Saturdays 10:00 am to 3:30 pm
SAP (Human Resources) <i>(Knowledge of human resources management is a pre-requisite)</i>	Continuous intake 8-week program	Saturdays 10:00 am to 3:30 pm

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

Information Sessions

Thursdays 2:00 p.m. to 4:00 p.m.

For more information contact:

416-703-7770 ext. 206

marina.n@workingskillscentre.com

Working Skills Centre

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