

**Office Administration Related Courses**

Word Core	March 15, 2019 to May 10, 2019	Fridays 1:00pm – 4:00pm
Excel Core	March 4, 2019 – April 3, 2019	Mondays, Tuesdays, Wednesdays 1:00pm to 4:00pm
Excel Expert (Excel Core is a pre-requisite)	February 11, 2019 to February 27, 2019	Mondays, Tuesdays and Wednesdays 1:00 pm – 4:00 pm
Excel Expert (Excel Core is a pre-requisite)	April 08, 2019 to May 8, 2019	Mondays, Tuesdays and Wednesdays 1:00 pm – 4:00 pm
Reception	March 11, 2019 to April 16, 2019	Mondays, Tuesdays 10:00 am – 12:00 pm

**Medical Reception Related Courses**

Medical Terminology 1 & 2	March 7, 2019 to April 26, 2019	Thursdays and Fridays, 9:30am to 12:30pm
Medical Billing	March 6, 2019 to May 1, 2019	Wednesdays 9:30 am – 12:30 pm
Reception	March 11, 2019 to April 16, 2019	Mondays, Tuesdays 10:00 am – 12:00 pm

**Accounting Related Courses**

Bookkeeping	March 11, 2019 to April 29, 2019	Mondays and Wednesdays 5:00 pm to 8:00 pm
QuickBooks (Bookkeeping is a pre-requisite)	February 19, 2019 to March 6, 2019	Mondays, Tuesdays, Wednesdays 9:00 am to 12:00 pm
QuickBooks (Bookkeeping is a pre-requisite)	May 01, 2019 to May 29, 2019	Mondays and Wednesdays 5:00 pm to 8:00 pm
SAGE 50	February 23 2019 – March 16 2019	Saturdays, 10:00am – 3:00pm
SAP (Accounting and Finance)	Continuous Intake	Saturdays, 10:00 am – 3:30 pm

**Information Sessions**

**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

**For more information contact:**

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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>	On hold	Saturdays 10:00 am to 3:30 pm
SAP (Human Resources) <i>(Knowledge of human resources management is a pre-requisite)</i>	On hold	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**  
 Wednesdays and Thursdays 2:00 p.m. to 4:00 p.m.

**For more information contact:**  
 416-703-7770 ext. 206  
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\*This program does not require approval under the Private Career Colleges Act, 2005.