



Summer 2018 Part-time Course* List

Office Administration Related Courses

Word Core	July 11 to August 29	Wednesdays, 9:30 am to 12:30 pm
Data Entry and Keyboarding	June 19 to July 19	Tuesdays and Thursdays 4:15 to 6:15 pm
Excel for Beginners (Free)	July 9 to August 20	Mondays 4:15 pm to 6:15 pm
Excel Core	July 10 to September 7	Tuesdays and Fridays, 1:00 pm to 4:00 pm
Excel Expert (Excel Core is a pre-requisite)	June 14 to July 6	Wednesdays - 9:30 am to 12:30 pm Thursdays and Fridays to 1:00 pm - 4:00 pm
Excel Expert (Excel Core is a pre-requisite)	September 17 to October 5	Mondays and Thursdays - 1:00 pm to 4:00 pm Fridays, 9:30 am to 12:30 pm
Outlook	June 12 to July 10	Tuesdays, 9:30 am - 12:30 p.m.
Reception	July 11 to September 5	Wednesdays, 1:00 pm - 4:00 pm
MS Access	July 4 to July 27	Wednesdays and Fridays, 9:00 am to 4:00 pm Thursdays, 1:00 pm to 4:00 pm
Business Communication	July 17 to August 21	Tuesdays, 9:30 am to 12:030 pm

Medical Reception Related Courses

Medical Terminology 1	July 9 to August 27	Mondays and Thursdays 9:30 am - 12:30 pm
Medical Terminology 2 (Terminology 1 is a pre-requisite.)	July 18 to August 22	Tuesdays, Wednesdays and Fridays 9:00 am - 12:00 pm Mondays and Thursdays, 1:00 - 4:00 pm
Medical Terminology 2 (Terminology 1 is a pre-requisite.)	September 05 to October 12	Wednesdays, Thursdays and Fridays 4:30 pm - 7:30 pm
Medical Billing	July 07 to September 15	Saturdays, 9:30 am to 3:00 p.m. (No class July 21, 28, and Sep 01))
Medical Billing	September 10 to October 23	Mondays and Tuesdays 9:30 am - 12:30 pm
Reception	July 11 to September 5	Wednesdays, 1:00 pm - 4:00 pm
Outlook	September 12 to October 10	Wednesdays, 1:00 pm - 4:00 pm

Accounting Related Courses

Excel Core	July 10 to September 7	Tuesdays and Fridays, 1:00 pm - 4:00 pm
Excel Expert (Excel Core is a pre-requisite)	June 14 to July 6	Wednesdays - 9:30 am to 12:30 pm Thursdays and Fridays - 1:00 pm - 4:00 pm
Excel Expert (Excel Core is a pre-requisite)	September 17 to October 5	Mondays and Thursdays - 1:00 pm to 4:00 pm Fridays, 9:30 am to 12:30 pm
Bookkeeping	July 09 to August 30	Mondays and Thursdays - 1:00 pm to 4:00 pm
Quickbooks	September 11 to October 5	Tuesdays and Fridays - 1:00 pm to 4:00 pm
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:

416-703-7770 ext. 201 or 222
mary.h@workingskillscentre.com
sofia.h@workingskillscentre.com



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

For more information contact:
416-703-7770 ext. 206
marina.n@workingskillscentre.com
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55 Eglinton Ave. East, Suite 703 Toronto ON, M4P 1G8

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