



# Working Skills Centre

55 Eglinton Ave. East, Suite 703, Toronto, ON M4P 1G8 • Telephone: (416) 703-7770 • Fax: (416) 703-1610 • www.workingskillscentre.com



## Occupation-Specific Skills Training in: Administrative Assistant with Desktop Publishing\*

**Starting March 2020**  
**Monday-Friday, 9:00am-4:00pm**

### *Are you*

18 – 29 years of age?

Committed to attending full-time training for 6 months?

### *Do you have*

Canadian Language Benchmark Level 5?

Find out how to earn a **Diploma** in as little as **26 weeks!**

Attend **FREE** Information Session and Assessment.

**Only 12 spots available!**

Working Skills Centre will provide 26-weeks of **Post Program Support**  
and **Job Search Assistance** to help you reach your goals!

Graduates of the program can apply for positions such as:

- ✓ Administrative Assistant
- ✓ Clerical Assistant
- ✓ Data Entry Clerk
- ✓ Database Manager
- ✓ General Office Clerk
- ✓ Office Administrator



Book an appointment at our convenient **Yonge and Eglinton** location

**Call:** 416-703-7770

**Drop In:** 55 Eglinton Ave. East, Suite 703, Toronto, ON, M4P 1G8

**Email:** marina.n@workingskillscentre.com

**Web:** www.workingskillscentre.com

**Since 1978, WSC has  
assisted individuals to  
find employment.**

\*Occupation-Specific Skills Training is a **FREE** skills training program funded in part by the City of Toronto; Office Administration is based on Office Clerk, an approved vocational program under the Private Career Colleges Act, 2005.