

**Office Administration Related Courses**

Word Core	April 10, 2020 – May 29, 2020	Fridays 9:30 am – 12:30 pm
Excel Core	April 8, 2020 – June 5, 2020	Wednesdays and Fridays 9:30 am – 12:30 pm
Excel Expert	May 4, 2020 – June 23, 2020	Mondays and Tuesdays 9:30 am – 12:30 pm
Reception	March 2, 2020 – May 4, 2020	Mondays 1:00 pm – 4:00 pm
Business Communication (Free)	February 20, 2020 – March 26, 2020	Thursdays 10:00 am – 12:30 pm
Excel in the Workplace (Free if you are attending the Social Café Program)	February 24, 2020 – March 30, 2020	Mondays 10:00 am – 12:00 pm
Social Café Program Series 1 (Free. Weekly gathering of women)	February 24, 2020 – March 30, 2020	Mondays 12:00 pm – 2:30 pm

Medical Reception Related Courses

Medical Terminology	January 29, 2020 – March 27, 2020	Wednesdays and Fridays 9:00 am – 12:00 pm
Medical Billing	January 29, 2020 – February 21, 2020	Wednesdays and Fridays 1:00 pm – 4:00 pm
Reception	March 2, 2020 – May 4, 2020	Mondays 1:00 pm – 4:00 pm

Accounting Related Courses

Bookkeeping	March 9, 2020 – April 29, 2020	Mondays and Wednesdays 10:00 am – 1:00 pm
QuickBooks (Bookkeeping is a pre-requisite)	February 4, 2020 – February 27, 2020	Tuesdays and Thursdays 1:00 pm – 4:00 pm
SAGE 50 (Simply Accounting)	Tentative April	Mondays 1:00 pm – 4:00 pm
SAP (Accounting and Finance)	Waiting list 8-week program	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:

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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 Waiting list 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 for now	
SAP (Human Resources) <i>(Knowledge of human resources management is a pre-requisite)</i>	On hold for now	

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