



YWCA TORONTO
Education and Training Institute

Build your success here



A VOCATIONAL PROGRAM FOR WOMEN

OFFICE ADMINISTRATOR DIPLOMA PROGRAM

The YWCA Office Administrator Diploma program is an in-class, instructor-led, sixteen week program for students who are interested in starting a career in administration. The program focuses on developing the necessary skills needed for working in a business environment.

By the end of this program you will:

- Learn essential computer skills
- Learn and apply skills in the Microsoft Office series
- Learn current and necessary administrative skills
- Build and improve interpersonal and communication skills
- Learn project management skills

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD) or equivalent
- Mature students (18 years or older) who do not have OSSD or equivalent must successfully complete a ministry approved qualifying test

All candidates must also pass the following assessments:

- Computer literacy
- Numeracy assessment
- Typing speed (20 words wpm)

REGISTRATION INFORMATION

Call us at **416.269.0091 x231** or email ywcatrainingcentre@ywcatoronto.org to set up an appointment with an Admission Counsellor.

Our certificate and diploma programs are approved under the Private Career Colleges Act, 2005 by the Ministry of Training, Colleges and Universities.

PROGRAM COURSES

- Essential Business Skills
- Keyboarding Skills 1
- Customer Service and Reception Skills
- Business Math 1
- Essential Computer Skills
- MS Word Core Training
- MS Excel Core Training
- Administrative Procedures and Communication Skills
- Customer Service Skills 2
- Keyboarding Skills Level 2
- Business Math 2
- MS Word Intermediate and Advanced Training
- MS Excel Intermediate and Advanced Training
- MS Power Point
- MS Outlook
- MS Access
- Introduction to Project Management

LOCATION

3090 Kingston Road, Suite 300 B
 Scarborough, ON



YWCA
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A TURNING POINT
 FOR WOMEN



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