



**YWCA TORONTO**  
**Education and  
Training Institute**

*Build your success here*



## A VOCATIONAL PROGRAM FOR WOMEN

# ADMINISTRATIVE CLERK CERTIFICATE PROGRAM

The YWCA Administrative Clerk Certificate program is an instructor-led, 14-week program for students who are interested in starting a career in various administrative jobs. 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 Microsoft Word and Excel
- Improve your business math skills
- Learn current reception skills
- Build and improve interpersonal and communication skills
- Be provided with ongoing and post program support, individual mentoring, coaching support and/or placement opportunities

## 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 (MS Word and MS Excel)
- Numeracy assessment
- Typing speed (20 words wpm)
- Reading comprehension test
- Essay writing

## REGISTRATION INFORMATION

Call us at **416.269.0091 x231** or email

**ywcatrainingcentre@ywcatoronto.org** to set up an appointment with an Admission Counsellor.

### 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

### TUITION & FEES

**Course Fee:** \$2,400 | **Books:** \$250

### SPONSORED TRAINING IS AVAILABLE

Sponsored training to those who qualify. Fee subsidy options are also available to others. Contact us to learn more!

### LOCATION

3090 Kingston Road, Suite 300 B  
Scarborough, ON



**YWCA**  
TORONTO

NATIONAL ADVOCACY  
COMMUNITY ACTION.



**United Way**  
Greater Toronto

The program is approved under the Private Career Colleges Act, 2005.

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