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.

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