



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.

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

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: \$2,750 | **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.



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