

# ESL/Accounting and Computer Skills



**Skills for Change**  
Diversity at Work™

English as a Second Language (ESL) training plays a vital role in your successful integration in Canada. This ESL course is offered in partnership with the Toronto Catholic District School Board.

The ESL/Accounting and Computer Skills is intended for immigrants who speak English as a Second Language and have little accounting or office experience. If you have an education in accounting from other countries but have never worked in the field, and are changing your career to accounting from other fields, this program is for you.

Develop English language and communication skills through the study of accounting principles, computer skills and work search strategies, including how to prepare a resume and cover letter, and understand job ads.

## Pre-requisites

CLB 5 - 6, keyboarding @ 25 wpm., Landed Immigrants, Convention Refugees, Refugee Claimants and Canadian Citizens

## Certificate offered

Participants receive a certificate of completion.

## Registration

Appointment for assessment is required.

- Call 416.658.7090, Monday to Friday, 1 pm to 3 pm, or
- Call 416.658.3101 ext. 0, Monday to Thursday, 7 pm to 9 pm, or
- Call 416.658.3101 ext. 0, Saturday, 10 am - 12 noon



## To register students must:

- Present 2 pieces of identification showing status in Canada (one must have a picture)
- Be 18 or over
- Provide original documents (no photocopies)

Start Date	Days							Time	Hours	Weeks	Fee*
	S	M	T	W	T	F	S				
Sept. 7		✓	✓	✓		✓		9:30a - 3:00p	280	14	\$40

\* Includes an SfC facility fee, which is non-refundable, non-transferable.

**Skills for Change**  
791 St. Clair Avenue West  
Toronto, Ontario M6C 1B7  
Phone 416-658-3101 Fax 416-658-6292  
Web [www.skillsforchange.org/esl](http://www.skillsforchange.org/esl)  
Email [www.skillsforchange.org/esl/contact-us](mailto:www.skillsforchange.org/esl/contact-us)

