

Apprentice-Style



A path to Office and Administrative jobs

9 Months Paid Training

Programs begin in March and July 2016

Hands-on Experience:

Train on up-to-date computer programs & professional skills

Personal & Professional Development:

Practice essential skills for all workplaces

Employment Matching:

Graduates placed with local employers in full-time positions



Language
support for
English Language
Learners



**Applications due:
March 4th for
March program**

**July 1st for
July program**

\$54 Bi-Weekly Stipend

Training schedule:

Monday – Thursday 8:30 – 4:30

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