

Do you want to earn a College Certificate in Office Administration at no cost to you?



**Attend an orientation session on
July 22, 2009 to learn more
about COSTI's program**

Humber College Institute of Technology and Advanced Learning Office Administration Certificate

- ◆ Customer Service and Communications
- ◆ Fundamentals of Grammar and Editing
- ◆ Keyboarding
- ◆ Document Applications and Administrative Procedures

Do You Meet the Criteria?

- ◆ 19 years of age or older
- ◆ Able to work in Canada and interested in working in the Office Administration field
- ◆ Have experienced domestic violence or who are at-risk of abuse
- ◆ Able to commit 25-30 hours per week for a period of 4 months (Starting Sep. 8, 09)
- ◆ Able to read and write in English

**Register by July 20, 2009
Call: 416-789-7925 or
e-mail linc-cal@costi.org
Space is limited to 30 candidates
TTC and childcare assistance available**

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