


## WELCOME TO COSTI ONLINE SERVICES

[www.costi.org/onlineservices](http://www.costi.org/onlineservices)

### March 2017 Course Calendar

	DESCRIPTION	DATES
<p><u><a href="#">“Employment Strategies for Office Administration”</a></u></p>	<p>This course is designed for Office Administration professionals. In the course you will learn about and explore:</p> <ul style="list-style-type: none"> <li>• Sector specific terminology and communication skills</li> <li>• Cultural differences in office work and communication</li> <li>• Telephone Skills</li> <li>• Handling conflict resolution in an office including miscommunication</li> <li>• Resumes and cover letter for office administration positions</li> <li>• Exploring the labour market, looking for jobs and understanding what employers look for</li> </ul> <p> A <u>Certificate of Completion</u> is awarded upon completion of 75% of the course.</p>	<p><b>March 6 to March 24, 2017</b></p> <p><b>(3 Weeks)</b></p>
<p><u><a href="#">“Writing a Strategic Resume”</a></u></p>	<p>This online course will help you to understand the purpose of the resume. You will learn how to create these documents and how to make them appeal to an employer in Canada. You will examine the different styles of resume and pick the best one for you. In addition, you will create a cover letter that you can adapt to the variety of positions you will be applying to.</p>	<p><b>March 20 to March 24</b></p> <p><b>(1 week)</b></p>


To register for COSTI’s upcoming Online Courses and Self- Directed Employment Workshops please create your online registration. Within 24 hours you will receive an e-mail confirming your enrollment. For more information please contact us via Email: [costionlineservices@costi.org](mailto:costionlineservices@costi.org)



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<p><u><a href="#">“Starting Your Own Business” Part I</a></u></p>	<p>This online course will help you decide if self-employment is something, you want to explore. It will help you to obtain and/or develop the necessary skills and knowledge required. Finally, you will explore how to enter the labour market and conduct research to develop a business plan in order to start a business in Canada.</p> <p> A <u>Certificate of Completion</u> is awarded upon completion of 75% of the course.</p>	<p><b>March 20-March 31</b></p> <p><b>( 2 Weeks)</b></p> <p><b>*Certificate of Completion Awarded upon completion*</b></p>
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