

# Women of Courage Program

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



Attend an orientation session and learn more  
about COSTI's Women of Courage program

## Office Administration Certificate

- ◆ Customer Services and Communication
- ◆ Fundamentals of Grammar and Editing
- ◆ Keyboarding, Document Application & Administrative Procedures

## Do you meet the criteria?

- 19 years or older
- Able to work in Canada and interested in working in the Office Administration field
- Have experienced abuse or at-risk of abuse
- Able to commit 25-30 hours per week for a period of 6 months
- Able to read and write in English and possess a grade 12 diploma
- Able to keyboard with a minimum of 20 wpm
- Have basic computer skills in Word
- Have computer access through the entire program
- Single applicant income cannot exceed \$ 21,692



## Toronto

700 Caledonia Road  
Toronto, ON  
M6B 3X7

416-789-7925

## Hours of Operation

Monday to Friday  
8:30 am - 4:30 pm

**CALL NOW TO REGISTER**

**416-789-7925**  
or email [woc@costi.org](mailto:woc@costi.org)



Funded by:

