

PROGRAM FEATURES



- ◆ **50-hour sector-specific training**
- ◆ **Certificate of Completion issued** (80% attendance required)
- ◆ **Small class sizes** (less than 15 learners per class)
- ◆ **Ministry-approved curricula**
- ◆ **Guest speakers (from the sector)**
- ◆ **Networking opportunities**
- ◆ **Excellent instructional quality**
- ◆ **Language-oriented; content-focused courses**

Job-oriented language training (SLTs) will help you **gain employment** or help you **function more effectively** in your current job!

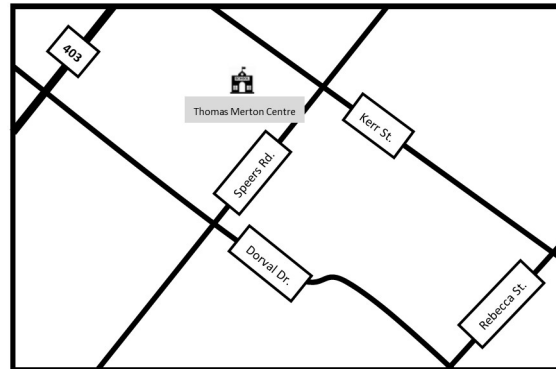
Client Eligibility:

All SLT classes are free of charge for newcomers and immigrants 18+ years of age with the following immigration status:

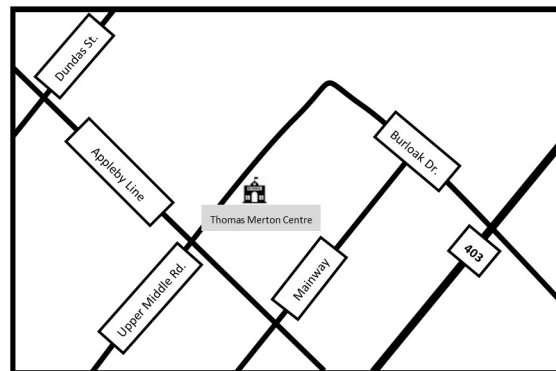
- Permanent Resident
- Convention Refugee or Convention Refugee Claimant
- Government-assisted Refugee
- Canadian Citizen
- Provincial Nominee

CONTACT INFORMATION

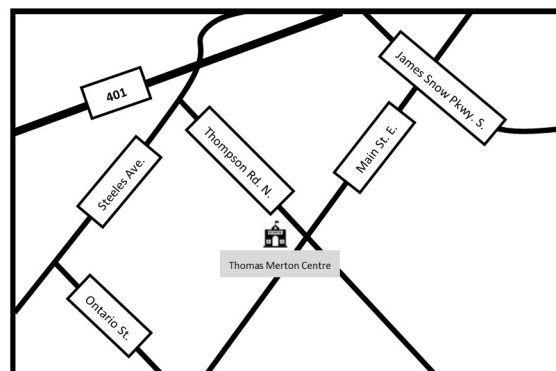
OAKVILLE: (905) 849-7555 (ext. 240)
171 Speers Rd., Unit 1, Oakville



BURLINGTON: (905) 632-5858 (ext. 221)
5150 Upper Middle Road, 3rd Floor, Burlington
At Corpus Christi Catholic Secondary School



MILTON: (905) 693-6676 (ext. 226)
875 Main St. E., Unit 201, Milton



SLT JOB-ORIENTED PROGRAMS

for adults 18 years and older

January 2018 - May 2018

Register Early!



**Free
Classes**

E-mail: lincsl@mertoncentre.com
www.mertoncentre.com

funded by:



OAKVILLE

January 16 - March 8, 2018

Tuesday & Thursday afternoons
(1:00p.m. - 4:00p.m.)

Starting A Small Business

Introduction to Office Administration

Introduction to Accounting Basics

Food Handler Preparation Course

Topics include:

- Entrepreneurs and Small Businesses in Ontario
- Entrepreneurial Qualities and Skills; Provincial Regulations; Workplace Law
- Making a Business Plan, Financing, Marketing, Communication, Personal Plan

Topics include:

- Careers in Office Administration, the Canadian Workplace, Workplace Law in Ontario
- Work Tasks Specific to Office Administration; Communication, Workplace Environment and more.
- MS Office 2013 Suite (including Word and Excel.)

Topics include:

- Accounting Types, The Role of the Accountant
- Income Statements, Balance Sheets, Preparing Financial Statements, Income Tax
- Organization, Time Management, Communication; Workplace Law; Job Search Skills

Topics Include:

- Legislation and Inspection, Understanding Foodborne Illness (Food Poisoning), Types of Foodborne Illness
- Safe Food Handling, Food Premise Sanitation, Housekeeping, Pest Control
- Smart Serve - Responsible Alcohol Beverage Service Training Program

BURLINGTON

February 3 - May 12, 2018

Saturday mornings (9:00a.m. - 1:00p.m.)

Starting A Small Business

Introduction to Office Administration

Food Handler Preparation Course

Topics include:

- Entrepreneurs and Small Businesses in Ontario
- Entrepreneurial Qualities and Skills; Provincial Regulations; Workplace Law
- Making a Business Plan, Financing, Marketing, Communication, Personal Plan

Topics include:

- Careers in Office Administration, the Canadian Workplace, Workplace Law in Ontario
- Work Tasks Specific to Office Administration; Communication, Workplace Environment and more.
- MS Office 2013 Suite (including Word and Excel.)

Topics Include:

- Legislation and Inspection, Understanding Foodborne Illness (Food Poisoning), Types of Foodborne Illness
- Safe Food Handling, Food Premise Sanitation, Housekeeping, Pest Control
- Smart Serve - Responsible Alcohol Beverage Service Training Program

MILTON

February 2 - May 25, 2018

Friday afternoons (1:00p.m. - 4:00p.m.)

Starting A Small Business

Introduction to Office Administration

Topics include:

- Entrepreneurs and Small Businesses in Ontario
- Entrepreneurial Qualities and Skills; Provincial Regulations; Workplace Law
- Making a Business Plan, Financing, Marketing, Communication, Personal Plan

Topics include:

- Careers in Office Administration, the Canadian Workplace, Workplace Law in Ontario
- Work Tasks Specific to Office Administration; Communication, Workplace Environment and more.
- MS Office 2013 Suite (including Word and Excel.)