



Foundations to Office Administration

**STARTS
September, 2021**

Program Includes:

Time & Stress Management
Skills Inventory
Computer Basics
Business Communication
Fundamentals of Public Relations
Social Media
Digital Literacy
Records Management
Intro to Bookkeeping
Office Administration
Keyboarding

Are you an Indigenous Person who:

- Has an interest in Office Administration
- Is un- or under- employed
- Resides in our service area (Katzie to Boston Bar)
- Is willing to attend & commit to a 6 week full-time program

If so... we are presently accepting applications for this training opportunity. There are a limited number of seats, so don't delay in scheduling an appointment with an Employment Counselor!

For more information, contact us:



604-858-3691 or Toll Free: 1-888-845-4455



www.saset.ca



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