

OFFICE ADMINISTRATION: APPLY FOR FREE TRAINING

Want free training to get the administrative skills you need to thrive in an office role? We can help!

Fair Chance Learning is offering the Achieva Full-Service Office Administration for highly motivated job-seekers who'd benefit from extensive administrative training — at no cost!

Reach out to your local Contact North online learning team for help to apply.

- FREE seven-month program
- Starts mid-August 2024
- Blended learning (both online courses and live, remote sessions)
- If approved, you can earn your Microsoft Office Specialist certifications and Intuit QBO certification
- You must be an 18+ Ontario resident, unemployed and looking for work
- Courses include Word, Excel, PowerPoint 365 and QuickBooks online
- If you're not accepted to the full-service program you may be offered the Achieva Lite-Touch Durable Skills Program with multiple, short skills-focused courses such as customer service



For more information or help to register, contact us today!

Get your degree, diploma or certificate or upgrade your skills online without leaving your community.

Ontario 

Contact North | Contact Nord is funded by the Government of Ontario



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