

EMPLOYABILITY TRAINING CENTER

PREPARING YOU FOR IN-DEMAND JOBS

PICS Employability Training Center (ETC) prepares you today for tomorrow's careers. Our training programs are designed to meet your unique needs.



COURSE SCHEDULE

TRAINING	FEE	OCTOBER	NOVEMBER	DECEMBER
Customer Service Fundamentals Trainings (2 days)	\$240	10th & 11th (10 AM to 4 PM, In-person)	-	7th & 8th (10 AM to 4 PM, In-person)
Customer Service Fundamentals Trainings (session via Zoom)	\$240	3, 4, 5, & 6 (6 PM to 9 PM)	-	4, 5, 6, & 7 (6 PM to 9PM)
WHMIS (1 day)	\$45	30th (10 AM to 1 PM, online)	30th (10 AM to 1 PM, online)	-
Computer Basics Trainings (4 days)	\$400	30th to 2nd (10 AM to 4 PM, In-person)	-	4th to 8th (10 AM to 4 PM, In-person)
Workplace Computer Skills Trainings (5 days)	\$560	-	6th to 10th (10 AM to 4 PM, In-person)	11th to 14th (10 AM to 4 PM, In-person)
Workplace Computer Skills Trainings (10 sessions via Zoom)	\$560	-	6th to 17th (6 PM to 9 PM)	-
Microsoft Excel Trainings (2 days)	\$240	-	9th & 10th (10 AM to 4 PM, In-person)	13th & 14th (10 AM to 4 PM, In-person)
Microsoft Excel Trainings (4 sessions via Zoom)	\$240	-	14th to 17th (6 PM to 9 PM)	-
SuperHost (1 day)	\$120	25th & 26th (10 AM to 4 PM, In-person)	28th (10 AM to 4 PM, In-person)	1st (10 AM to 4 PM, In-person)
SuperHost (2 sessions via Zoom)	\$120	25th & 26th (6 PM to 9 PM)	-	-
FOODSAFE Level 1 (1 day)	\$80	27th to 30th (9 AM to 4 PM, In-person)	28th (9 AM to 4 PM, In-person)	-
LinkedIn Training (1 day)	\$110	30th (10 AM to 4 PM, online)	29th (10 AM to 4 PM, online)	-
Digital Marketing (5 days)	\$600	9th to 13th (10 AM to 4 PM, via-zoom)	-	-
Business Email and Telephone Etiquettes (1 day)	\$80	-	26th (10 AM to 1 PM, In-person)	5th (10 AM to 1 PM, In-person)

CONTACT INFORMATION

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VISIT US AT

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TRAINING	Fee	OCTOBER	NOVEMBER	DECEMBER
Basic Accounting and Bookkeeping (4 Saturdays)	\$480	7, 14, 21, 28 (9 AM to 4 PM, In-person)	-	-
Basics of Accounts Receivable (2 Saturdays)	\$400	-	4, 11 (9 AM to 4 PM, In-person)	-
Basics of Accounts Payable (2 Saturdays)	\$400	-	18, 25 (9 AM to 4 PM, In-person)	2, 9 (9 AM to 4 PM, In-person)
Basics of Payroll Compliance (2 Saturdays)	\$480	-	-	16, 23 (9 AM to 4 PM, In-person)
Basics of Accounting Software (4 Saturdays)	\$560	-	-	Dec 30 & Jan 6, 13, 20 (9 AM to 4 PM, In-person)

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