

Grant Funded Employment Training Sales and Service



Graduates earn between
\$13.60 - \$16.25/hour

Program Start Dates: January, May, and September

Complete Sales or Service Training in 16 or 32 weeks through Alberta Labour

Why Choose Columbia College?

- Graduate faster and start working sooner
- Small class sizes
- Onsite daycare
- Training is grant funded
- Receive help with job search, cover letters, and interviewing
- Get connected to employers
- Individual and group tutoring sessions offered

Earn Certificates in:

- ⇒ Standard First Aid CPR/AED Level C
- ⇒ Food Safety
- ⇒ Workplace Hazardous Materials Information System

Please Note: Certificates will depend on Career



Phone: 403-235-9300; Toll Free: 1-888-235-9370

Email: columbia@columbia.ab.ca

802 Manning Road NE, Calgary, AB T2E 7N8

For more information, or to apply, please visit us at: www.columbia.ab.ca

Meet with an Admissions Advisor. No appointment required.

Walk-in hours are:

Monday - Thursday (8:30 a.m. - 5:00 p.m.);

Friday (8:30 a.m. - 4:30 p.m.); Saturday (8:00 a.m. - 1:00 p.m.)

Please visit our website for detailed program and admission information.



Introduction:

This program is for individuals who want to work in entry level positions in the Sales and Service industries. Examples of jobs include: Cashier, Cleaner, Kitchen Helper, Laundry Worker, Hotel Housekeeping, Salesperson, Security Guard, Shelf Stocker and Waitress.

What Will I Study?

- **Reading Comprehension**
- **Writing Composition**
- **Oral Language Skills**
- **Essential Math**
- **Vocabulary**
- **Computers**
- **Work Strategies**
- **Customer Service**
- **Career Development Modules**

Examples of Employers Who Have Hired Columbia's Graduates:

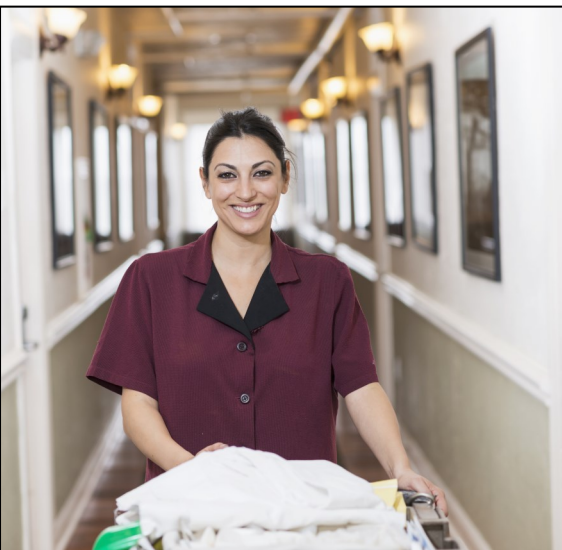
- Chartwell Eau Claire Care Residence
- DIRTT Environmental Solutions
- Dollarama
- Elbow River Casino
- ISS Security Ltd.
- Oro Azul Restaurant & Las Tortillas Inc.
- Prince of Peace Manor & Harbour
- PWM Loss Prevention Services Inc.
- The Children's Place
- Value Village
- Walmart

How Long is the Program?

- 16 or 32 weeks
- Monday to Friday
- 25 hours of class per week
- 26 weeks of Job Specific Essential Skills
- 6 weeks of Work Experience

What are the Program Entry Requirements?

- Canadian Language Benchmark CLB 2-6 (depending on the career goal). Mathematics Grade 3 and above.
- Achieve satisfactory results on the Columbia College Assessment in Reading Comprehension, Writing, and Math.
- Successfully complete an entry interview to determine fit for the career and success in the program.



Childcare Centre on site.