

GRACE INSTITUTE

Over 100 Years of Educating Women
Tuition-Free Job Training for Women

Come Join Us for an Open House

WEDNESDAY,
AUGUST 11TH
AT 12PM AND 6PM

WEDNESDAY,
AUGUST 18TH
AT 12PM AND 4PM

WEDNESDAY,
AUGUST 25TH
AT 12PM AND 6PM

Take a tour of Grace Institute, meet the staff, learn more about our program, and apply!

Business Skills Day & Evening Program (Administrative Assistant and Office Support Training):

A six month daytime training program that teaches women the skills essential to succeed in the workplace. The program includes an in-depth study of computers, featuring the Microsoft Office Suite; business writing & communications; business math; office procedures; and keyboarding (evening program is a six month course).

Day classes meet Monday-Friday, 9am to 3pm

Evening classes meet Tuesdays, Wednesday, &

Thursdays, 6 pm to 9 pm

Begins September 2010

Registration fee: \$75

Books & materials fee: \$225

Requirements

High school diploma or GED

English fluency

Eligibility to work in the U.S.

Tuition-free
Job search assistance
80% placement rate
Computer & office skills
Resume and interview skills
Business writing
On-site social worker
Day and evening classes
Supportive Environment
HRA APPROVED



1233 Second Avenue
(Between 64th and 65th Street)

Tel. 212.832.7605

www.graceinstitute.org