

# INTRO to OFFICE ADMIN

## DELIVERED ONLINE

Work at your own pace with  
one-to-one support from faculty.

**FREE  
ONLINE**  
program

## Develop skills to work in an office setting

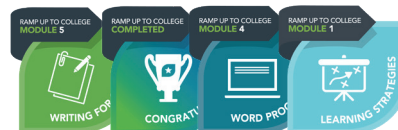
Introduction to Office Administration is a **FREE online program** that will help you gain confidence and skills to work in an office environment.

### SKILLS DEVELOPMENT:

- Microsoft Windows, Word, Outlook and Excel
- File management and keyboarding
- Letters and meeting materials
- Budgets, sales projections and payroll summaries
- Time management and office trends

Learn in the comfort of your own home and schedule your learning to accommodate family and work priorities. Continuous intake – start as soon as you're registered!

Earn badges  
for successful  
completion!



### FOR MORE INFORMATION OR TO REGISTER

Contact the Newmarket Campus:  
249.288.5890  
[acpnewmarket@georgiancollege.ca](mailto:acpnewmarket@georgiancollege.ca)

ACADEMIC AND CAREER PREPARATION

*Experience*  
 **Georgian**

**ACCELERATE  
YOUR SUCCESS**  
[GeorgianCollege.ca/acp](http://GeorgianCollege.ca/acp)

Canada 

**EMPLOYMENT  
ONTARIO**

Ontario 