

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 Orillia Campus:
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ACADEMIC AND CAREER PREPARATION