

INTRO to OFFICE ADMIN

FLEXIBLE DELIVERY

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

FREE
course

Develop skills to work in an office setting

Introduction to Office Administration is a **FREE course** that will help you gain confidence and skills to work in office administration.

ACADEMIC AND CAREER PREPARATION

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

Earn badges
for successful
completion!



FOR MORE INFORMATION OR TO REGISTER

Contact the Midland Campus:

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