

# RAMP UP to OFFICE ADMIN

FREE

**DELIVERED ONLINE** Continuous intake starting Jan. 19, 2021. Work at your own pace with one-to-one support from faculty.

## Develop skills to work in an office setting

Ramp Up to Office Administration is a **FREE online workshop** that helps you gain confidence and skills to work in office administration. Learn:

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

Learn from the comfort and safety of your own home and schedule your learning to accommodate family and work priorities.

Earn badges for successful completion!



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This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement.

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**FOR MORE INFORMATION OR TO REGISTER**

705.646.7629, ext. 4850

[muskoka@georgiancollege.ca](mailto:muskoka@georgiancollege.ca)