



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

Ramp Up to Office Administration is a **FREE online program** that will help you gain confidence and skills to work in office administration.

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 and safety of your own home and schedule your learning to accommodate family and work priorities.

Earn badges
for successful
completion!



FOR MORE INFORMATION OR TO REGISTER

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249.882.0080

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ACADEMIC AND CAREER PREPARATION