

# Improve your employees Improve your business

## Discover why the Office Operations Certificate is right for you!

Be part of this unique educational training that goes well beyond the classroom.

What sets us apart is the program delivery model where you can Earn While You Learn! If you are working and looking for the opportunity to take your skills to the next level, this program which starts September 2019, is a perfect fit.

Our program provides training in all aspects of business including: manual and computerized accounting, Microsoft Office Suite, business math, creating professional documents and skills essential for working in an office setting.

Students and participating businesses will also benefit from courses in communication, leadership and confidence-building led by Dale Carnegie.

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### Office Operations Certificate Program:

- ✓ 10 month program that offers credits towards Portage College business programs
- ✓ Rotating program - one week classroom instruction, three weeks on the job training
- ✓ Online courses with instructor access



Providing people with better, richer  
more fulfilling professional relationships



For more information 1-888-745-0719 [portagecollege.ca/continuing\\_education](http://portagecollege.ca/continuing_education)

