

Human Resources & Office Administration



Become an Office and HR Professional...

You will be trained to handle administrative work, hire and train new employees process payroll and contracts and be knowledgeable about benefits.

When hiring new employees, human resources professionals must understand the qualifications necessary for the position, interview candidates and perform background checks. Once someone is hired, you may also oversee new employee orientation and assist with training.

After working in the field for a year or more Human Resource professionals can advance to become Managers.

Financial Aid, including monthly payment plans are available.



Start your college career today!

Be Job Ready in 26 Weeks.

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