

Accounting & Office Administration



Become an Office Assistant...

As the economy continues to improve, more companies are growing and require help to stay organized. Administrative assistants with accounting skills can be invaluable to keeping a company running smoothly.

You will gain a solid education in:

- Microsoft Office
- QuickBooks
- Office Procedures
- Customer Service
- Business Communications and more

Create your financial security by learning these valuable skills that are needed in every community.

Financial Aid, including monthly payment plans are available.



Start your college career today!

Be Job Ready in 26 Weeks.

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