

# Marketing & Office Administration



## Become an Office and Marketing Specialist...

Almost every company has to consider marketing its service to stay competitive.

However, marketing is expensive and most small to medium sized companies can't afford full time staff. The administrative and marketing skills that you will get from this program will make you more hireable and greatly improve your employment outcomes.

You will gain a solid education in:

- Marketing strategies
- Business management
- Accounting fundamentals
- Office procedures and more...

These are important skills for any start-up company, as well as established small to medium sized firms.

Financial Aid, including monthly payment plans are available.



*Start your college career today!*

## Be Job Ready in 26 Weeks.

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