

Accounting & Office Administration



Become an Accounting or Bookkeeping Assistant!

Program type: Diploma

As the economy continues to improve, more companies are growing and require help to stay organized. Administrative assistants with accounting skills are invaluable to keep a company running smoothly and make you more employable.

You will gain a solid education in:

- Microsoft Office
- Office procedures
- Accounting fundamentals
- Quickbooks software
- Business communications
- Customer service

Employment Opportunities

Graduates of this comprehensive program may explore any number of career options, including owning and/or operating a small business, or administrative/management roles in commercial or service based small business.

Career Options: Bookkeeper, Bookkeeping Assistant or Clerk, Accounting and Payroll Administrator, Payroll Assistant or Clerk, Database/Data Entry Clerk, Administrative Assistant.

Prerequisites

- Ontario Secondary School Diploma, General Education Diploma or Mature Student Status
- Successful interview with the Registrar

Create your financial security by learning these valuable skills that are needed in every community! Financial Aid, including monthly payment plans are available.



Get Job Ready in 26 Weeks.

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