

# Accounting, Business Management & Business Administration



## Become an Business Administrator!

### Program type: Diploma

All companies big or small rely heavily on their accounting team. Possessing not only administrative skills, but accounting and management skills are valued by many employers today and can greatly improve your employment outcomes.

### You will gain a solid education in:

- Microsoft Office
- Office procedures
- Advanced accounting
- Simply Accounting software
- Business communications
- Business management
- Marketing

### 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: Administrative Officer, Bookkeeper, Bookkeeping Assistant or Clerk, Coordinator, Administrative Service Manager, Business Service Manager, Property Administrator, Purchasing Agents and Officer, Marketing Assistant, Finance and Insurance Clerks, Conference and Event Planner and more.

### 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 34 Weeks.**

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