

# Human Resources, Business Management & Business Administration



## **Become an HR and Business Management Specialist!**

### **Program type: Diploma**

Most medium to large companies require at least one person that understands Ontario Labour Laws, including entitlement to vacation, severance and benefits. Because of these complex labour laws, employers need specialized management staff to assist with human resources operations, and this comprehensive diploma program prepares you to do just that!

### **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: Personnel and Recruitment Officers, Human Resources Assistant, Marketing Assistant, Administrative Officers, Office Manager, Program Coordinator, Project Coordinator, Project Assistant, Conference and Event Planner, Property Administrator, Business Service Assistant/Coordinator, Executive Assistant, Administrative Assistant and more.

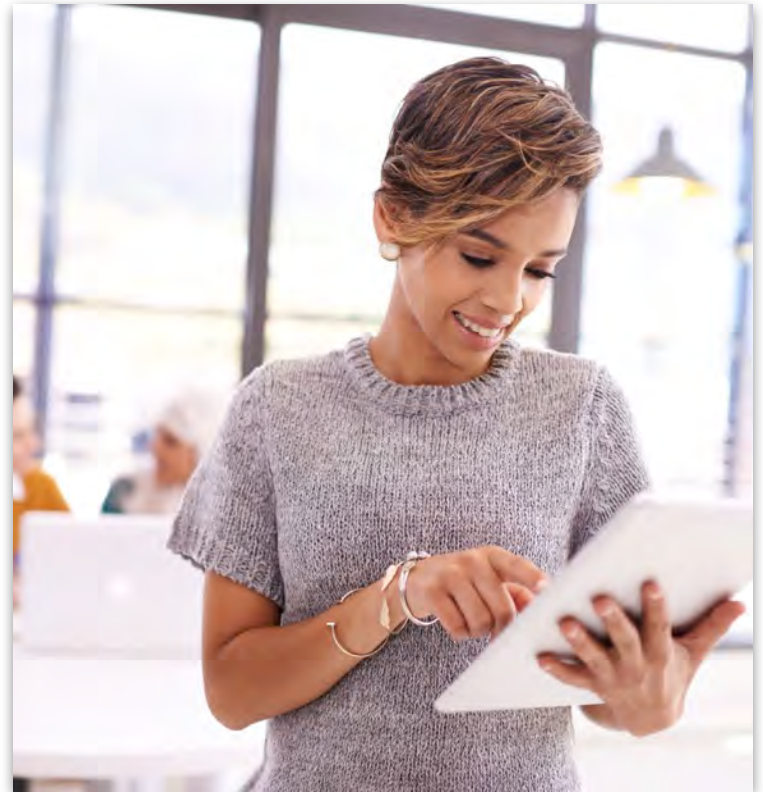
### **You will gain a solid education in:**

- Microsoft Office
- Office procedures
- Advanced accounting
- Quickbooks software
- Business communications
- Business management
- Marketing
- Human resources management
- Business law

### **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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