

# Business Administration

## Become an Office Manager!

### Program type: Diploma

This is our longest and most comprehensive business program, one that will get you ready for an exciting and challenging career in more advanced office positions, including management. This program encompasses all of the fundamental skills you need to manage a business, including accounting, human resources laws, and 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, Accounting and Payroll Administrator, Personnel and Recruitment Officer, Payroll Clerk and Human Resources Assistant, Marketing Assistant, Office Manager, Program Coordinator, Project Assistant, Conference and Event Planner, Property Administrator, Executive Assistant, Administrative Assistant and more.

### You will gain a solid education in:

- .Advanced Microsoft Office
- .Office procedures
- .Advanced accounting
- .Quickbooks software
- .Simply Accounting 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 52 Weeks.**

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