

**Get
Job Ready.**



**Progressive Training
College of Business
and Health**



PROGRAM GUIDE 2024/2025





Table of Contents

About PT College	1
Admissions & Financial Aid	2
About Online Learning at PT College	3
Business Programs	
Office Administration	4-5
Accounting & Office Administration	6-7
Accounting & Business Management	8-9
Human Resources & Business Management	10-11
Human Resources & Office Administration	12-13
Business Administration	14-15
Digital Marketing & Office Administration	16-17
Customer Service Programs	
Customer Service	18-19
Retail Customer Service	20-21
Customer Service for the Cannabis Industry	22-23
Health	
Personal Support Worker	24-25
Skills Training Programs	
Auto Service Advisor	26-27
Dispatch	28-29
Supply Chain Management, Purchasing & Production	30-31
Security Guard	32-33
General Education Programs	
Essential Skills Training	34
Micro-credentials	35-36



Table of Contents

Campus Locations and Contact Information	37
--	----

Icon Key

Diploma program



Certificate program



Accelerated format



Co-op placement optional



Online/Hybrid Learning available



About Us



Mission Statement

Providing progressive education for our students to achieve their career goals.

For 25 years, Progressive Training College of Business & Health has been committed to helping all of our students and alumni secure meaningful employment. PTC isn't like other colleges. We are proud to offer diploma and certificate programs that are designed specifically to train you for the job you want (no elective courses!). You will find a mature learning environment where your individual needs, including any disabilities, are catered to. You will find an intimate learning community, where there are no more than 15 students in a class, giving you plenty of one-on-one time with your instructor.

Most importantly, you will find that by the time you graduate, you will feel confident that you are ready

to find a job and take on a new career you can be proud of!

The PTC Difference

- Job-focused, practical training
- Ongoing enrolment for most programs
- Small class sizes
- Mature learning environment
- Special accommodations for those with disabilities or injuries
- Financial aid options
- Job placement services

PTC is a registered career college under the Ontario Career Colleges Act, 2005.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**

Admissions & Financial Aid



To be eligible for admission to PTC's vocational programs, you must have:

- A minimum of an Ontario Grade 12 education or equivalent OR
- have mature student status (19 years old and over) and must pass our entrance assessment test.

Monthly Payment

A monthly payment plan can be arranged to suit your needs. Tuition costs are divided into monthly payments throughout your program. The first payment is due on the first day of classes, and the final payment is due approximately one month prior to completion of your studies. Payments are interest free while you are an active student. All students are automatically eligible for monthly payment plans with no credit check or co-signer required.

HigherEdPoints

Fund your tuition fees with Aeroplan® Miles, TD Points and/or CIBC Aventura® points. Students, family members, and friends are able to convert these loyalty points to cover tuition fees!

Your friends and family can donate their Aeroplan® Miles or TD Points to you too. Since there is no limit to the number of points each student can use - you can completely pay off your tuition if you collect enough points! To find out more, or to start redeeming points today, visit HigherEdPoints.com and set up your free account.

Deferred Payment Plans

- Application fee waived and 0% interest charged if balance is paid within 12 months of first payment!
- Personal Support Worker students - OSAP-like Payment structure! (First monthly payment is due 6 months post graduation, available for PSW students ONLY)

We accept all the following payment methods

- Pre-authorized bank withdrawals (for monthly payment plans)
- Pre-authorized credit card payments (for monthly payment plans)
- Credit cards: Visa, MasterCard and American Express
- PayPal
- Cheques, money orders and cash

Not all students will be eligible for monthly or deferred payment plans. Some payment methods may not be available for certain payment plans. Contact us to learn more.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM

Online and Hybrid Learning at PT College

At PT College, almost all of our programs give you the choice of learning in-class, online, or a combination of both (hybrid). This allows you to have as much flexibility as possible while still receiving the best education.

INSTRUCTORS ARE ALWAYS AVAILABLE

Online learning doesn't mean you're on your own! You'll receive contact from your instructor via e-mail, phone, and/or video chat throughout the school day to ensure you are on track. Need extra assistance? You can reach out to your instructor Monday-Friday 8:30 am - 4:30 pm. They're there to help!

JOB-FOCUSED TRAINING

For over 20 years, we've made sure all of our programs are designed with getting you employed in mind. No electives or filler courses here. Each program module is carefully constructed to give you the knowledge and skills you need to excel in your chosen career. And we don't stop there. PTC includes job search training and career management in all of our programs, where you will learn the best methods to look for job openings, interview techniques, and how to create an effective resume that will get you noticed.

FINANCIAL AID AVAILABLE

PTC has a variety of financial aid options to ensure finances aren't a barrier to getting the career you've always wanted.

- Monthly payment plans
- Second Career (now called Better Jobs Ontario) government funding
- HigherEdPoints - Fund your tuition fees with Aeroplan® Miles, TD Points and/or CIBC Aventura® points!



Help was available at all times and the support was absolutely incredible! I graduated my program with honours! I am currently working full-time in a field related to my program and I feel on top of the world!

Melissa L.



Office Administration - General



Progressive Training
College of Business
and Health

Become an Office Administrator!

This program will equip you with the skills that are required for working in a variety of office settings, including large corporations, small businesses, non-profit organizations and government agencies.

Common duties of office administrators include allocating work assignments, setting deadlines, maintaining office equipment, ordering office supplies, training employees, evaluating work performance, formulating and implementing company policies.

If you like working with people, are highly organized and good at multi-tasking, this is the job for you!

You will gain a solid education in:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)

Program Duration

17 weeks at 5 hours per day

Employment Opportunities

Upon successfully completing the Office Administration Diploma, graduates can expect to pursue a career in the many administrative positions available in either a large corporation or a small business.

Career Options:

- Administrative Assistant
- Administrative Clerks



- Administrative Support Clerks
- Receptionist
- Front Desk Clerks
- Data Entry Clerks 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 as Little as 17 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Accounting & Office Administration



Progressive Training
College of Business
and Health

Become an Accounting or Bookkeeping Assistant!

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:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Advanced Accounting (100 hours)
- Simply Accounting (75 hours)
- Lab Hours (36 hours)

Program Duration

26 weeks at 5 hours per day

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 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 26 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Accounting & Business Management



Progressive Training
College of Business
and Health

Become a Business Manager!

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:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Business Management (100 hours)
- Marketing (100 hours)
- Advanced Accounting (100 hours)
- Simply Accounting (75 hours)
- Lab Hours (36 hours)

Program Duration

34 weeks at 5 hours per day

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 Officers
- Finance and Insurance Clerks 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.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Human Resources & Business Management



Progressive Training
College of Business
and Health

Become an HR and Business Management Specialist!

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!

You will gain a solid education in:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Human Resources Management (100 hours)
- Business Law (100 hours)
- Business Management (100 hours)
- Marketing (100 hours)
- Lab Hours (11 hours)

Program Duration

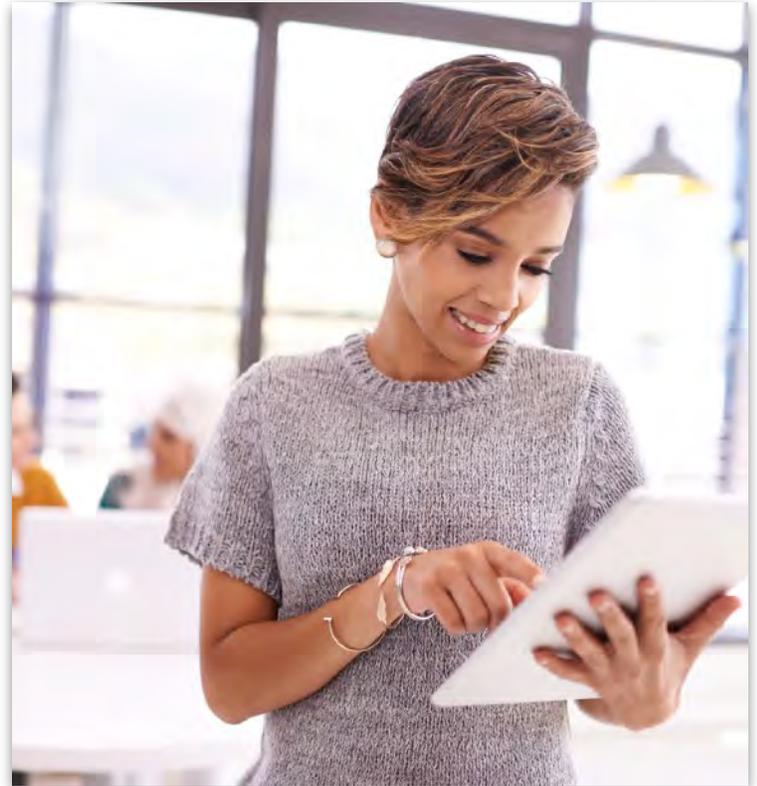
34 weeks at 5 hours per day

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
- Administrative Officers
- Office Manager
- Program Coordinator
- Project Coordinator
- Project Assistant
- Property Administrator,
- Business Service Assistant/Coordinator



- Executive Assistant
- Administrative Assistant 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.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**



Human Resources & Office Administration



Progressive Training
College of Business
and Health

Become a Human Resources Assistant!

You will be trained to handle administrative work, hire and train new employees process payroll and contracts and be knowledgeable about benefits.

When hiring new employees, human resources professionals must understand the qualifications necessary for the position, interview candidates and perform background checks. Once someone is hired, you may also oversee new employee orientation and assist with training.

After working in the field for a year or more, Human Resources professionals can advance to become managers.

You will gain a solid education in:

- Microsoft Word - Level 2 (50 hours)
- Microsoft Excel - Level 2 (50 hours)
- Microsoft PowerPoint - Level 2 (25 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Human Resources Management (100 hours)
- Business Law (100 hours)
- Lab Hours (11 hours)

Program Duration

26 weeks at 5 hours per day

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
- Business Service Assistant/Coordinator
- Executive Assistant
- Administrative Assistant 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 26 Weeks.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**



Business Administration



Progressive Training
College of Business
and Health

Become an Office Manager!

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.

You will gain a solid education in:

- Microsoft Word - Level 2 (50 hours)
- Microsoft Excel - Level 2 (50 hours)
- Microsoft PowerPoint - Level 2 (25 hours)
- Microsoft Outlook (25 hours)
- Microsoft Access (50 hours)
- Microsoft Word - Level 3 (50 hours)
- Microsoft Excel - Level 3 (50 hours)
- Microsoft PowerPoint - Level 3 (25 hours)
- Business Communication (50 hours)
- Accounting - Level 1 Fundamentals (125 hours)
- QuickBooks - Level 1 (50 hours)
- QuickBooks - Level 2 (50 hours)
- Accounting - Level 2 Advanced Concepts (125 hours)
- Business Law (100 hours)
- Office Procedures (50 hours)
- Human Resources (100 hours)
- Business Management (100 hours)
- Marketing (100 hours)
- Professionalism (30 hours)
- Career Management (15 hours)
- Lab Hours (80 hours)

Program Duration

52 weeks at 5 hours per day
1300 hours

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 Officers
- Bookkeeper
- Finance and Insurance Clerks
- Conference and Event Planner
- Program Coordinator
- Administrative Service Manager



- Business Service Manager
- Personnel and Recruitment Officers
- Property Administrator
- Purchasing Agents and Officer
- Office Manager
- Marketing Assistant
- HR Assistant
- Project Coordinator
- Project Assistant 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 52 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Digital Marketing & Office Administration



Progressive Training
College of Business
and Health

Become a Marketing Assistant!

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. Companies are increasingly looking for administrative professionals that also have solid marketing skills to fill in this gap. As an office administrator, having marketing skills makes you more hireable and greatly improves your employment outcomes!

You will gain a solid education in:

- Introduction to Microsoft Word (50 hours)
- Introduction to Microsoft Excel (50 hours)
- Introduction to Microsoft PowerPoint (20 hours)
- Professionalism (32 hours)
- Career Management (12 hours)
- Business Communications (60 hours)
- Office Procedures (20 hours)
- Accounting Fundamentals (125 hours)
- QuickBooks (70 hours)
- Business Management (100 hours)
- Marketing (100 hours)
- Lab Hours (11 hours)

Program Duration

26 weeks at 5 hours per day

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:

- Marketing or Sales Assistant
- Program Coordinator
- Project Coordinator



- Conference and Event Planner
- Property Administrator
- Business Service Assistant/Coordinator
- Executive Assistant
- Administrative Assistant 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 26 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Customer Service



Progressive Training
College of Business
and Health

Become a Customer Service Specialist!

Customer Service is a diverse and dynamic industry full of interesting and lucrative employment paths including retail, government services, small business reception and many others.

This program prepares students for a wide variety of Customer Service roles, including Receptionist, Call Centre Associate, Retail Manager and Sales Associate.

You will gain a solid education in:

- Microsoft Word - Level 2 (40 hours)
- Microsoft Excel - Level 2 (40 hours)
- Customer Service - (60 hours)
- Business Communication (60 hours)
- Call Centre (25 hours)
- Inventory Control (15 hours)
- Business Math (20 hours)
- Point-of-Sale (20 hours)
- Career Management (30 hours)
- Workplace Health and Safety (10 hours)
- Job Placement (80 hours) *Note - Job Placement is included in the price, but no longer required to graduate

Program Duration

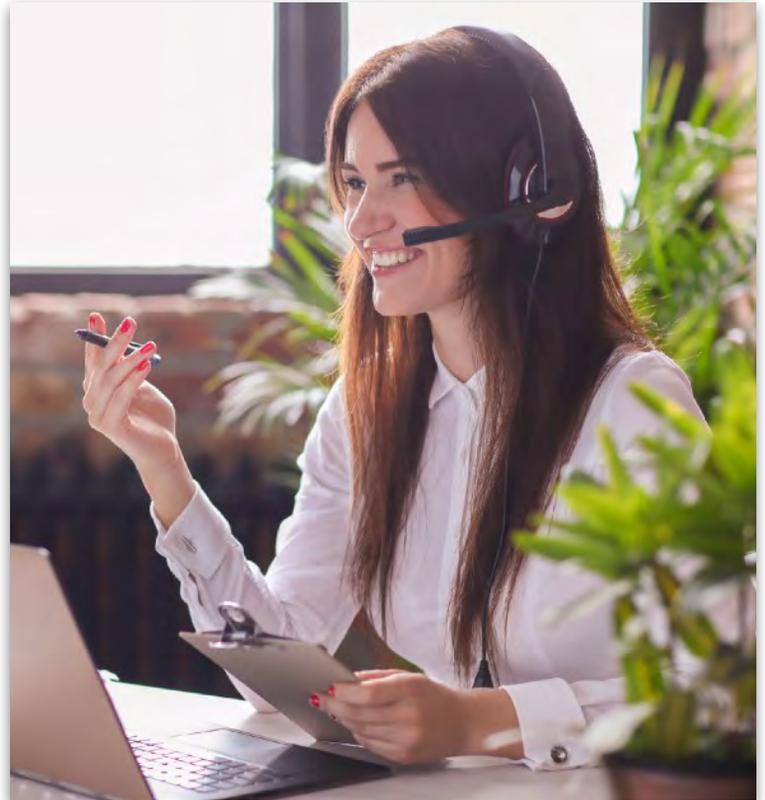
- 16 weeks at 4 hours per day (not including Co-op)
- 320 hours (not including Co-op)
- 8 week Co-op (Co-op included in cost, but is no longer required to graduate)

Employment Opportunities

Graduates of this comprehensive program may explore any number of career options, including retail, call centre, sales, government services, and other businesses in the service industry.

Career Options:

- Sales Associate
- Retail Associate
- Retail Manager
- Salesperson
- Cashier
- Ticket Taker
- Customer Service Representative
- Receptionist



- Call Centre Associate
- Other Elemental Service Occupations

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 16 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Retail Customer Service



Progressive Training
College of Business
and Health

Become a Retail Associate!

This short but comprehensive program focuses on the knowledge and skills needed to excel in Customer Service roles that are retail-specific.

Students will be prepared to work in a wide variety of positions, including Sales Associate, Cashier, and Retail Manager.

You will gain a solid education in:

- Microsoft Windows and Internet (20 hours)
- Microsoft Word - Level 1 (30 hours)
- Customer Service Skills (60 hours)
- Inventory Control (10 hours)
- Business Math (20 hours)
- Point-of-Sale (10 hours)
- Workplace Readiness (20 hours)
- Career Management and Nature of the Workplace (30 hours)

Program Duration

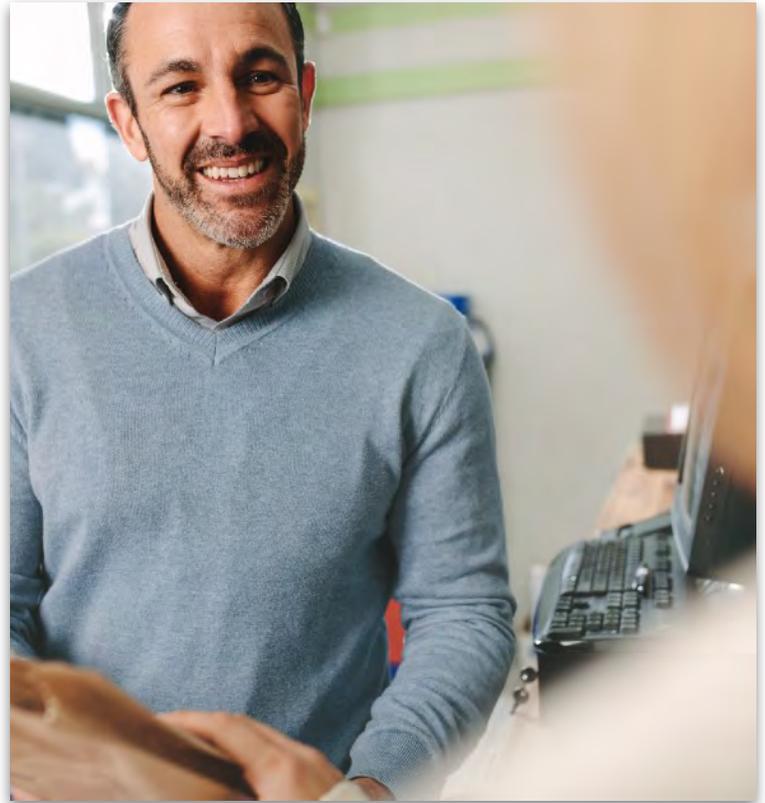
- 8 weeks at 5 hours per day
- 200 hours

Employment Opportunities

Graduates of this comprehensive program may explore any number of career options, including retail, call centre, sales, government services, and other businesses in the service industry.

Career Options:

- Sales Associate
- Retail Associate
- Retail Manager
- Salesperson
- Cashier



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 Only 8 Weeks.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**



Customer Service for the Cannabis Industry



Progressive Training
College of Business
and Health

Become a Customer Service Specialist in the Cannabis Industry!

With the advent of the legalization of Cannabis in Canada, the job market has exploded with opportunities for customer service professionals who have expert knowledge in this brand new, but fast-growing industry. In this diploma program, students will not only gain solid customer service skills, but will specifically explore the exciting, fast-growing and new legal Cannabis market.

This program will enable you to learn about what the legal market looks like in Canada and analyze the predominant demographics. You will gain the knowledge that employers are currently looking for, including being able to differentiate between recreational versus medical Cannabis consumers, what kinds of products these consumers may be interested in, and how and where they'd like to purchase these products.

You will gain a solid education in:

- Microsoft Word (40 hours)
- Microsoft Excel (40 hours)
- Customer Service Skills (60 hours)
- Business Communication (60 hours)
- Call Centre (10 hours)
- Inventory Control (10 hours)
- Business Math (20 hours)
- Cash Register Training (20 hours)
- Career Management (30 hours)
- Health and Safety / Nature of the Workplace (10 hours)
- The Legal Cannabis Industry (16 hours)
- The Cannabis Act (16 hours)

Program Duration

18 weeks at 4 hours per day

Employment Opportunities

Graduates of this comprehensive program may explore any number of career options, including retail, call centre, sales, government services, and other businesses in the Cannabis industry. Graduates will also be qualified to work in any customer service role outside of the Cannabis industry.

Career Options:

- Cannabis Sales Associate



- Cannabis Retail Associate
- Cannabis Retail Manager
- Cannabis Customer Service Representative
- Receptionist at a Cannabis product manufacturer or distributor
- Call Centre Associate 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 18 Weeks.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**



Personal Support Worker



Progressive Training
College of Business
and Health

Become a Personal Support Worker!

This is one of the fastest growing occupations in Canada. Demand is so high for PSW's in Ontario, that many of our students get hired before they even graduate!

Working in hospitals, long-term care facilities and in the homes of patients, can be challenging, but extremely rewarding. PSW's occupy a truly special role in improving the quality of life for seniors or individuals coping with serious medical conditions. Personal Support Workers are quickly becoming one of the most valuable members of our medical community.

You will gain a solid education in:

- Foundations of Personal Support (50 hours)
- Helping Relationships and Documentation Guidelines (30 hours)
- Abuse (15 hours)
- Infection control and Safety (20 hours)
- Mobility (15 hours)
- Health, wellness and Home Management (25 hours)
- Personal hygiene (15 hours)
- Family: infant and maternal, Child Dev't, Caring for the Young (15 hours)
- Medications (20 hours)
- Body Structures and Functions (30 hours)
- Health Challenges (30 hours)
- Mental Health and cognitive Impairment (40 hours)
- Palliative Care (20 hours)
- Professionalism (15 hours)
- Long Term Care Job Placement (225 hours)
- Community Job Placement (125 hours)
- Comprehensive Review (10 hours)

Program Duration

23 weeks at 6 hours per day (10 week Co-op included)

Employment Opportunities

Graduates of the Personal Support Worker program may look for employment in a number of areas including long term care facilities, home care agencies, with boards of education-special needs children, senior citizen recreation centres, hospitals, group homes, respite and palliative care centres.



Prerequisites

- Ontario Secondary School Diploma, General Education Diploma or Mature Student Status
- Successful interview with the Registrar
- Immunization and Health Record Form
- Two step TB test, immunity against measles, mumps and rubella, current tetanus-diphtheria, current influenza immunization, Hepatitis B vaccine is recommended
- Criminal Record Check including vulnerable sector check
- Literacy Test

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 23 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Auto Service Advisor



Progressive Training
College of Business
and Health

Become an Automotive Service Advisor!

You will receive training in the technical aspects in automobile diagnoses, as well as communication, customer service and managerial skills. Dealerships across the country have long understood the need for good customer care after the final sale, and this program will provide you with the knowledge and customer service skills you need to be a valuable member of the auto service team!

You will gain a solid education in:

- Microsoft Word - Level 2 (40 hours)
- Microsoft Excel - Level 2 (40 hours)
- Customer Service (40 hours)
- Automotive Systems (20 hours)
- Parts Specialist (40 hours)
- Service Consulting (40 hours)
- Lankar Auto Service Software Training (15 hours)
- Career Management & Nature of the Workplace (10 hours)
- Job Placement (240 hours) *Note - Job Placement is included in the price, but no longer required to graduate

Program Duration

- 13 weeks at 4 hours per day (not including Co-op)
- 245 hours (not including Co-op)
- 12 week Co-op (Co-op included in cost, but is no longer required to graduate)

Employment Opportunities

Graduates of this comprehensive program may work in a variety of environments, including automotive dealerships and automotive service technician shops.

Career Options:

- Automotive Service Advisor
- Parts Clerk
- Customer Service Desk 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 13 Weeks.

**1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM**



Dispatch



Progressive Training
College of Business
and Health

Become a Dispatcher!

As a Dispatcher, you would be responsible for receiving and transmitting messages, tracking vehicles and equipment, and communicating with staff and customers.

A good Dispatcher must have good customer service skills, communication skills, intermediate computer skills, note taking skills and be highly organized and friendly.

You will gain a solid education in:

- Microsoft Word (40 hours)
- Microsoft Excel (40 hours)
- Customer Service Skills (60 hours)
- Business Communication (20 hours)
- Dispatch Techniques (80 hours)
- Call Centre (20 hours)
- Career Management (30 hours)
- Health and Safety / Nature of the Workplace (10 hours)
- Job Placement (80 hours) *Note - Job Placement is included in the price, but no longer required to graduate

Program Duration

20 weeks at 4 hours per day (4 week Co-op included)

Employment Opportunities

Graduates of this comprehensive program may work in a variety of environments, including emergency services, couriers, taxicab providers, trucking companies, railroads and public utility companies.

Career Options:

- Alarm system dispatcher
- Mobile equipment dispatcher
- Taxi dispatcher



- Delivery and parts
 - Tow truck dispatcher 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 20 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Supply Chain Management, Purchasing and Production



Progressive Training
College of Business
and Health

Work in Supply Chain Management!

There are a variety of roles that this program can prepare you for. Your job may be to coordinate and create schedules and daily work flow plans, as well as the coordination of new orders for production and sales. This requires a highly organized individual to estimate the amount of time it takes for the production team to finish projects and coordinate workers' schedules. Production Clerks may also be involved in the Quality Assurance process of product assembly.

Working in this sector, you will need to know: How to compile detailed worksheets, estimate quantity of materials and labour, consult with Production Supervisors and other team members, coordinate and monitor the movement of parts and supplies, as well as prepare tracking data management and interact with customers and suppliers.

You will gain a solid education in:

- . Microsoft Word - Level 2 (50 hours)
- . Microsoft Excel - Level 2 (50 hours)
- . Microsoft Excel - Level 3 (40 hours)
- . Customer Service (60 hours)
- . Production and Scheduling (40 hours)
- . Supply Chain and Purchasing (30 hours)
- . Inventory and Warehousing (30 hours)
- . Logistics, Products and Quality (30 hours)
- . Career Management & Nature of the Workplace (30 hours)
- . Co-op (80 hours)

*Note - Co-op is included in the price, but no longer required to graduate

Program Duration

- . 18 weeks at 4 hours per day (not including Co-op)
- . 360 hours (not including Co-op)
- . 8 week Co-op (Co-op included in cost, but is no longer required to graduate)

Employment Opportunities

Graduates of this comprehensive program may work in a variety of environments, including manufacturing and shipping companies.

Career Options:

- . Production Clerk
- . Production Scheduler
- . Expediter
- . Scheduling Clerk
- . Purchasing Clerk
- . Inventory Analyst
- . Inventory Planner



- . Procurement Clerk
- . Purchasing Clerk Assistant
- . Transportation Route and Crew Scheduler
- . Production Logistics Coordinator
- . Inventory Clerk 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 18 Weeks.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Security Guard



Progressive Training
College of Business
and Health

Become a Security Guard!

Security is a quickly growing industry in Canada. This is a multi-dimensional industry with jobs in a variety of settings.

Licensed security professionals are needed in banking, public and private properties, educational institutions, investigations, manufacturing, retail loss prevention, security equipment sales, transportation, concierge desks, and more.

The 40 Hour Security Guard Licensing Training program includes the Ministry of Community Safety and Correctional Services test preparation. Both programs meet the MCSCS minimum requirements to work as a licensed security guard in Ontario.

The Law & Security Officer program includes the basic licensing and adds business communication, customer service and report writing skills. This program is ideal for those wishing to quickly advance in the security industry. This program includes a four-week co-op placement.

You will gain a solid education in:

The Law & Security Officer program

- Security Licensing Training (40 hours)
- Microsoft Word (40 hours)
- Microsoft Excel (40 hours)
- Customer Service Skills (60 hours)
- Security and the Law (60 hours)
- Patrol Procedures (60 hours)
- Business Communication / Report Writing (70 hours)
- Career Management (30 hours)
- Health and Safety / Nature of the Workplace (20 hours)
- Job Placement (80 hours) *Note - Job Placement is included in the price, but no longer required to graduate

The 40 Hour Security Guard Licensing Training program

- Introduction to Security (2 hours)
- Basic Security Procedures (3 hours)
- Canadian Legal System (3 hours)
- Legal Authorities (3 hours)
- Emergency Level First Aid (1.5 hours)
- Health & Safety (1.5 hours)
- Emergency Response Preparation (3 hours)
- Effective Communications (3 hours)
- Report writing (3 hours)
- Sensitivity Training (1.5 hours)
- Use of Force Theory (1.5 hours)
- Review (13 hours)

Program Duration

Law & Security Officer program - 25 weeks at 4 hours per day (4 Week Co-op included)

40 Hour Security Guard Licensing Training - 1 weeks at 8 hours per day (Co-op not included)

Part-time Security Guard Licensing Training - 2 weeks at 4 hours per day OR 5 weekend days at 8 hours per day (Co-op not included)



Employment Opportunities

Graduates of this comprehensive program may work in a variety of environments, including retail security, condominium security, and event security.

Career Options:

- Security Guard
- Security Officer
- Gate Attendant
- General Security
- Concierge 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 as Little as 1 Week.

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Essential Skills



Progressive Training
College of Business
and Health

The Progressive Training College delivery model of Essential Skills is unique in the industry. We provide students with the contextualized tools needed to enhance their education and improve their transferable skills. PTC's contextualized approach to Essential Skills helps students return to work faster and maintain successful employment.

Continuous weekly intake (Monday start date), available at 4 and 6 hours per day.

- College Preparation
- GED
- Computer Skills
- Microsoft Office
- Math and English Upgrading
- Occupation-specific academic training



Get Job Ready with Customized Essential Skills Training!

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Micro-Credentials



Progressive Training
College of Business
and Health

Human Resources Short Course

This course provides students with a comprehensive overview of modern day personnel and human resources management. The course introduces diverse components of human resources management and human resources functions. Students learn about recruitment, compensation and benefits, employee rights, human rights legislation, safety, strategic issues and challenges for human resources departments in Canada and abroad.

Accounting Certificates

Accounting Level 1: In Accounting Level 1 students are introduced to accounting concepts and procedures. They learn about debits and credits and how to analyze and record business transactions. Students also learn about the accounting cycle from journalizing and posting to doing trial balances. They also learn how to prepare worksheets and financial reports including how to adjust and close a trial balance.

Accounting Level 2: Students learn how to record special journals such as sales and cash receipts, purchases and cash payments. Advanced topics such as the synoptic journal and preparing a worksheet for a merchandising company are also covered. Other topics include accounting for bad debts, accounting for merchandise inventory and how partnerships and corporations work.

QuickBooks: Students are introduced to QuickBooks bookkeeping software. Students learn how to set up new data files, vendors and customers Lists. They learn how to process accounts payable and accounts receivable transactions, and they create reports and graphs in QuickBooks to support small business activities.

Sage 50: Simply Accounting: Students are introduced to SAGE 50: Simply Accounting software. Students learn how to set up and interact with the different ledgers in Sage to support small business activities. In addition, students perform general ledger, accounts payable, accounts receivable and payroll transactions; and create business reports.

Get Job Ready with Micro-Credentials Short Courses!

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM



Micro-Credentials



Progressive Training
College of Business
and Health

These programs are designed for those who already have some post-secondary education or work experience in these occupations and are looking to add to their skillset.

Continuous weekly intake (Monday start date), available at 4 and 6 hours per day.

Cannabis Customer Service Short Course

In the Cannabis course, students will gain knowledge to prepare them for a career in the retail cannabis industry. Students learn about the medical cannabis industry, cannabis as a healthcare drug, and the Cannabis Act. By the end of the course, students will have a grasp of the impact of new cannabis legislation, will understand the toxicology, chemical and clinical effects of cannabis, and will gain an understanding of the legal cannabis market.

Dispatch Short Course

In this module students explore dispatching techniques. Topics include planning and utilization, load assignment, dispatching, legal requirements and resources affecting dispatch. Students will also learn how to use dispatching software PC Miler and will be trained on Loadlink.

Marketing Short Course

The Marketing course provides students with a practical and managerial approach to the principles and applications of marketing in organizations and in the marketplace. Students learn how to develop marketing opportunities and strategies, and a marketing mix through product development, pricing strategies, distribution channels and promotion techniques. Students also learn how to manage marketing through customer relationships, social responsibility, and ethics.

Get Job Ready with Micro-Credentials Short Courses!

1-888-711-3271
info@ptcollege.com
PTCOLLEGE.COM

Campus Locations & Contact Information



**Vaughan and Online Campus
Head Office - NEW LOCATION!**

7880 Keele Street,
Suite 201
Vaughan, ON L4K 4G7
Phone: (416) 410-3550
Fax: 1-800-783-4334

**Barrie
NEW LOCATION!**

126 Wellington Street,
Suite 209
Barrie, ON L4N 1K9
Phone: (705) 792-0100
Fax: 1-800-783-4334

**Toronto - Scarborough
NEW LOCATION!**

3660 Midland Ave
Suite 402
Toronto, ON M1V 0B8
Phone: (647) 205-6422
Fax: 1-800-783-4334

Mississauga

1550 Enterprise Road
Suite 224
Mississauga, ON L4W 4P4
Phone:
Fax: 1-800-783-4334

Connect with us!



Not all programs are available at every campus. Visit our website or contact us for availability.



SCAN ME

1-888-711-3271

info@ptcollege.com

PTCOLLEGE.COM