



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:

- Microsoft Word - Level 2 (50 hours)
- Microsoft Excel - Level 2 (50 hours)
- Microsoft PowerPoint - Level 2 (25 hours)
- Business Communications (50 hours)
- QuickBooks - Level 1 (50 hours)
- QuickBooks - Level 2 (50 hours)
- Office Procedures (50 hours)
- Business Management (100 hours)
- Marketing (100 hours)
- Accounting Level 1: Fundamentals (125 hours)
- Accounting Level 2: Advanced Concepts (125 hours)
- Professionalism (30 hours)
- Career Management (15 hours)
- Lab Hours (30 hours)

Program Duration

- 34 weeks at 5 hours per day
- 850 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 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

Accounting and Business Management Fees



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Tuition Cost	Books	Student Service Fee	Other Fees
11,500	1496.25	225	N/A
		TOTAL	13,221.25



Contact us now to learn more!

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