



# 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

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## Fees



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Tuition Cost	Books	Student Service Fee	Other Fees
13,000	1811.25	325	N/A
		<b>TOTAL</b>	15,136.25



**Contact us now to learn more!**

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