



Marketing & Office Administration



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.

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