



Human Resources, Business Management & Business Administration



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.

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