



Human Resources & Office Administration



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:

- 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)
- 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**