

Portage College

The Business Program at Portage College plays a vital role in the development of skills and understanding of the business world. The courses feature small class sizes, a comfortable learning environment, highly qualified Instructors that know your name, have one on one time for you and care about your success. Let us be your guide to a profitable future. Portage College offers five different program opportunities with the ability to increase credentials as you learn.

- **Bachelor of Business Administration NAIT Degree in Management:** The Bachelor of Business Administration Degree in Management is in partnership with NAIT. This gives students the opportunity to complete a degree in their community with instructors and classmates they already know.
 - Career Potentials include, but are not limited to: Sales Manager, General Manager, Account Executive, and Human Resources Manager
- **Business Administration Diploma – Accounting:** The Business Administration Diploma in Accounting provides the opportunity to concentrate on an in-demand field. It provides a wide range of business skills with a focus on financial, managerial and tax accounting.
 - Career Potentials include, but are not limited to: Payroll Officer, Accounts Supervisor, Financial Services Manager, and a strong start to becoming a certified Accountant
- **Business Administration Diploma – Management:** The Business Administration Diploma in Management focuses on the real-world application of core business theories so you have the tools you need to effectively manage people, finances, production and promotion.
 - Career Potentials include, but aren't limited to: Sales Manager, General Manager, Managing Director and Production Manager
- **Business Administration Certificate:** The Business Administration certificate opens the door to highly sought-after jobs and opportunities to grow in companies while providing job security and opportunities to work in many diverse workplaces.
 - Career Potentials include, but aren't limited to: Office Manager, Executive Assistant, Administrative Assistant, and Human Resources Assistant
- **Office Administration Certificate:** The Office Administration Certificate is a 35-week program preparing you for immediate employment in a constantly changing environment. You will obtain the knowledge and skills required to gain employment in administrative support positions.
 - Career Potentials include, but aren't limited to: Receptionist, Office Manager, Administrative Assistant, and Records Management Assistant



PORTAGE COLLEGE

Show the world you mean business!

Our business programs will open doors to new opportunities.

Office Administration Certificate Business Administration Diploma in Accounting and Management
 Business Administration Certificate Business Administration NAIT Degree in Management

1-866-623-5551 | portagecollege.ca/business

    