



## Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

### Business Office Administration Certificate

Earn your certificate in Business Office Administration!

BTT College’s Business Office Administration (BOA) Certificate program gives you job ready skills for the real world. BOA focuses on actual business environment and behavior in a business environment. Let us help you build valuable skills as you prepare for a successful career in this growing field.

Our qualified instructors will help you build a wide skill set as you study coursework covering:

- Business communication
- Microsoft Office Applications
  - Word Level I- Essentials
  - Word Level II - Intermediate
  - Excel Level I – Essentials
  - Excel Level II – Intermediate
  - Outlook
  - PowerPoint
- Accounting and finance
- Administrative Procedures for Canadian Offices
- Business Ethics
- Desktop Publishing

**.....more detailed outline is available. please e-mail or call!**

**Pre-requisites:** None

**Certificate Offered:** Certificate

**Training Methods:** Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

**For Schedule:** Call or e-mail

**Registration can be done after office hours, any day / evening**

### Business & Technical Training College

150 Eglinton Ave East Suite 402 (Free parking evenings & weekends)

**Tel: 416 - 483 - 3567**

E-mail: [info@bttcollege.com](mailto:info@bttcollege.com)

Web Site: [www.bttcollege.com](http://www.bttcollege.com)