



Office Administration

Diploma



Be the Boss and Learn How to Take Charge!

This program prepares students on how to manage the organizational and administrative responsibilities effectively in an office setting. They will learn how to communicate effectively and collaborate in a business environment.

Potential Careers

Upon successful completion of this course, students will have the skills to pursue the following career options:

- Office administrator
- Office secretary
- Personal assistant

Pathway Option

Transfer up to **100 credits** to:



Bachelor of Business
(Majors in Accounting, Business Economics, Finance, Human Resources Management, Management and Marketing) Degree

Duration:

10 months

Application Fee:

CAD \$150

Tuition details:

CAD \$7,000

Taylor Pro College is a member of the MSM Higher Ed Group of Colleges.
www.taylorprocollege.com

Apply Now! Contact Us:

Kelowna Location
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Toll-Free number: 1-877-860-7627

Vancouver Location
#305 333 Terminal Ave.,
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