ASSINIBOINE COMMUNITY COLLEGE

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For more information, visit **assiniboine.net/programs** or scan the QR code.

CERTIFICATES & DIPLOMAS

BUSINESS ADMINISTRATION

Two-year diploma **P** Brandon January, May & September start Accounting, Financial, Human Resource Management & Marketing Specializations

Today's business industry requires many personalities and skill sets to function. After completing all common courses in your first year, your second year will give you the opportunity to specialize in accounting, financial services, human resource management or marketing. Build your own business plan and develop your skills in negotiations, investments, selling, marketing and management.

assiniboine.net/business

LEGAL ADMINISTRATION

Two-year diploma | September start

Prepare for a stimulating career in law, justice or real estate with this two-year diploma. Understand Canadian legal processes in public and private law, gain higher administrative training and acquire experience transcribing for police departments and court rooms.

assiniboine.net/legal

MEDICAL ADMINISTRATION

Two-year diploma | September start **P** Brandon & Dauphin

Enter into the diverse and expansive health care industry. Combine your administrative training with an understanding of the Canadian health care system and the technical knowledge that is fundamental to all medical workplaces. Become comfortable with medical office procedures and develop a solid understanding of transcription, pharmacology and diagnostic imagery.

assiniboine.net/medical

P Brandon

OFFICE MANAGEMENT

Two-vear diploma | September start

P Brandon & Dauphin

Excel at all matters related to software, bookkeeping, human resources and communications. Achieve a well-rounded skill set that makes you adaptable to change and ready to conquer everyday challenges in the workplace. Develop your leadership skills to keep your team focused and productive, and receive advanced training in office procedures.

assiniboine.net/office

OFFICE SKILLS

Eight-month September & January start **P** Brandon & Dauphin

This program prepares you for the constant change in business by emphasizing relevant courses in accounting, mathematics and communications. Graduate with the confidence and skills needed to be versatile and responsive.

assiniboine.net/officeskills

Join us for a live, online info session!

Our free, online information sessions, led by Assiniboine's friendly, knowledgeable recruitment team, give you an overview about the program vou're interested in.

Chat with faculty, ask questions and get to know Assiniboine!

To register or for more information, including upcoming topics, dates and times, visit: assiniboine.net/infosession.



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