



North American College



Diploma Programs
Faculty of Business

Accounting and Finance
Computerized Accounting
Business Administration
Administrative Assistant
Legal Administrative Assistant

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Business
Technology
Healthcare



Computerized Accounting (24 Weeks) Accounting & Finance (40 Weeks)

These Accounting programs provide students with the opportunity to obtain knowledge and skills related to manual and computerized accounting, costing, budgeting, taxation, financial accounting and financial management, as well as spread sheet and word processing software. The focus of these programs is on applied skills and knowledge of accounting with an emphasis on computerized accounting applications.

Career Opportunities:

Typically, graduates find employment in small to medium size enterprises, corporate finance departments, public and non-profit organizations.

Graduates are employed as Accounts Payable/Receivable Specialists, Budget Analysts, Bookkeepers/Accountants, Account/Finance Managers, Account Managers, Auditors, Financial Accountants, Tax Consultants and Business Managers.

Prerequisite:

Ontario Secondary School Diploma or equivalent, or Mature Student Status. Exemptions may be granted based on prior education.

Course Modules:

- Introduction to Computer Applications (Word, Excel, Access, PowerPoint & Outlook)
- Business Communications
- Bookkeeping / Financial Accounting
- Accounting and Business Applications (Simply Accounting, QuickBooks Pro, GP)
- Advanced Accounting Applications (ACCPAC & Data Analysis)
- Canadian Business Law and Taxation

Additional courses for Diploma in Accounting and Finance include

- Business Economics
- Financial Accounting
- Marketing Management
- System Analysis and Design

Business Administration (50 Weeks)

The Business Administration Diploma is designed to provide students an opportunity to develop the knowledge, skills, and abilities required to enter careers in management, real estate, sales, marketing, accounting and other office positions in today's competitive workplace. The curricula are competency-based and organized to teach industry-driven educational outcomes.

Career Opportunities:

Graduates of Business Administrative Programs work in a broad range of employment settings in all sectors of business and industry, both domestic and international, including manufacturers, retailers, medical facilities, financial institutions, government offices, consulting firms, and other large and small businesses.

Prerequisite:

Grade 12 or mature students; Should have good communication skills.

Course Modules:

- Introduction to Computer Applications (Word, Excel, Access, PowerPoint & Outlook)
- Business Correspondence and English
- Accounting I
- Business Principles and Management
- Accounting II
- Computerized Accounting
- Marketing and Sales
- Human Resources Management
- Economics
- Managerial and Cost Accounting
- Desktop Publishing & E-Business Concepts
- Project Management
- Advertising and Sales Promotion
- Retail Sale Management
- International Marketing
- Career Development 1
- Career Development 2

Administrative Assistant (22 Weeks)

As technology continues to evolve, the role of the office professionals has also greatly expanded. Office automation and organizational restructuring have led secretaries and administrative assistants to assume a wider range of new responsibilities which were once reserved for managerial and professional staff. This course is designed to equip students with a working knowledge of office systems and procedures, and the technological skills to meet the demands of the current and emerging business environment.

Career Opportunities:

On completion, graduates will have the necessary skills to work in a variety of entry-level positions such as Administrative Assistant, Receptionist and as an Assistant to Managers, Executive Secretaries and Marketing Executives. They are in high demand, and are ready to enter financially rewarding careers. Many of our graduates have realized their potential to create their own successful business enterprises after completion of this diploma.

Prerequisite:

Ontario Secondary School Diploma, Advanced or General level credits or Mature Student Status. Exemption may be granted based on prior education.

Course Modules:

- Introduction to Computer Applications (Word, Excel, Access, PowerPoint & Outlook)
- Business Communication
- Bookkeeping
- Accounting Software Applications
 - Simply Accounting
 - QuickBooks Pro
- Interpersonal Skills
- Administration & Management

Legal Admin. Assistant (24 Weeks)

The Legal Assistant program provides comprehensive training in the preparation of legal correspondence, documentation, memoranda and the handling of client's files and accounting records. Students use a variety of computer programs and become familiar with special legal software used in law office.

Career Opportunities:

Upon the completion of this program, graduates will be able to find jobs in a wide range of law office environments as Legal Assistants, Law Clerks, Litigation Legal Assistants, Legal Secretaries and Legal Researchers. Major employers include small to large law firms, government offices, courts, real estate, insurance companies and the legal departments of the corporations.

Prerequisite:

Ontario Secondary School Diploma, Advanced or General level credits or Mature Student Status. Exemption may be granted based on prior education.

Course Modules:

- Introduction to Computer Applications (Word, Excel, Access, PowerPoint & Outlook)
- Canadian Business Law
- Financial Accounting for Law Offices
- Law Office Procedures
- Immigration Law
- Civil & Criminal Law
- Real Estate Law
- Family Law
- Wills & Estates
- Landlord & Tenant Law
- Employment Law
- PC Law

in today's highly demanding business world!

About Us



Nadeem Ahmad Bhatti, Ph.D.
Faculty of Business Administration

The Faculty of Business Administration at North American College is headed by Dr. Nadeem Bhatti. Mr. Bhatti completed his Ph.D. in Australia and holds a Masters in Business Education from Pakistan. Mr. Bhatti held the position of Department Head at the University of the Punjab in Pakistan where he was also a Member of Senate. He has taught both undergraduate and postgraduate students in Australia where he was also a member of the Academic Senate at Flinders University of South Australia.

Mr. Bhatti has a wealth of experience as an executive development trainer with various organizations including banks, airlines, IT companies, and within health care and educational institutions. He has held the position of President of International Students at the University of New England, New South Wales, Australia.

As an author, Mr. Bhatti has written many research articles which have been published in journals worldwide. His most recent publication is a book entitled "Which MBA?", a study of MBA programs through the eyes of graduates and their employers.

Mr. Bhatti has been working with North American College since 2002 and is internationally respected for his contribution to the growth and development of business programs, specifically Marketing and Finance, Human Resources and Organizational Behaviour.



Dr. Gagik Bakhshyan, Ph.D.
Faculty of Business Administration

Gagik Bakhshyan is the Business professor with North American College. He holds a Ph.D. in Economics and has a University Diploma in Accounting. Mr. Bakhshyan has over 20 years experience in accounting, economics and financial management.

He was an Associate Professor at Yerevan State University in Armenia and also worked as a Senior Economist at the Center for Economics Policy Research and Analysis at the United States Agency for International Development (USAID). Mr. Bakhshyan was also a consultant for the World Bank. Through these diverse international experiences, Mr. Bakhshyan brings a breadth of knowledge which has helped students recognize their potential and exceed their expectations.

Other Diploma Programs

Approved as a vocational program under Private Career Colleges Act, 2005

Electrolysis
Esthetics
Esthetics/New Technologies
Esthetics/Electrolysis
Pharmacy Assistant
Mechanical Engineering Design & Technology
Civil Engineering Design & Technology
Medical Office Assistant
Personal Support Worker
Early Childcare Assistant

Professional Development & Skill Upgrading Software

Does not require approval under the Private Career College Act, 2005

Software Training for Mechanical Engineering
Software Training for Civil Engineering
Software Training for PLC & Robotics
Bank Teller Program

Main Campus:

North American College of Information Technology Inc.
730 Yonge Street, Suite 207, Toronto, ON, M4Y 2B7
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NAC information offices also located at:

Scarborough Office

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Financial Assistance may be available to those who qualify