

Legal Administrative Assistant (24 Weeks)

The Legal Administrative 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.

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

Clinical Research

Visit our website to find out about our newest program, Clinical Research, that provides training relating to surveys, studies and projects to determine the safety and effectiveness of medications, devices, diagnostic products and treatment regimens intended for human use.

Other Diploma / Certificate Programs

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

Healthcare Faculty

- Early Childcare Assistant **
- Advanced Esthetics **
- Food Service Worker **
- Medical Office Assistant
- Personal Support Worker (Certificate) **
- Pharmacy Assistant
- Clinical Research ***

Engineering Faculty

- Mechanical Engineering Design & Technology
- Civil Engineering Design & Technology Electrical
- Engineering Design & Technology
- Computer Network Engineering Design & Technology **
- Oracle Database Administration **

**Available at Toronto and Scarborough campus

***Available at Scarborough campus only

Professional Development & Skill Upgrading Programs & Training *

*(Do not require approval under the Private Career College Act, 2005)

- Software Training for Mechanical Engineers
- Software Training for Civil Engineers
- Software Training for Advanced PLC & Robotics
- Bank Teller Preparation Program



Toronto Campus

Address: 730 Yonge Street, Suite 207,
Toronto, ON M4Y 2B7
Email: info@nacollege.com

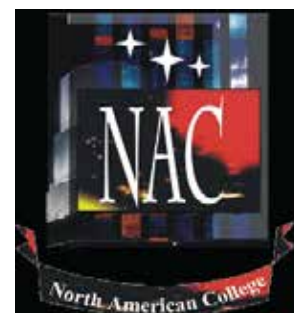
Scarborough Campus

Address: 2100 Ellesmere Road, Suite 101,
Scarborough, M1H 3B7
Email: infosc@nacollege.com

To learn more about our programs and admission requirements, call us or visit our website.

www.nacollege.com

Ph: 416-960-6024



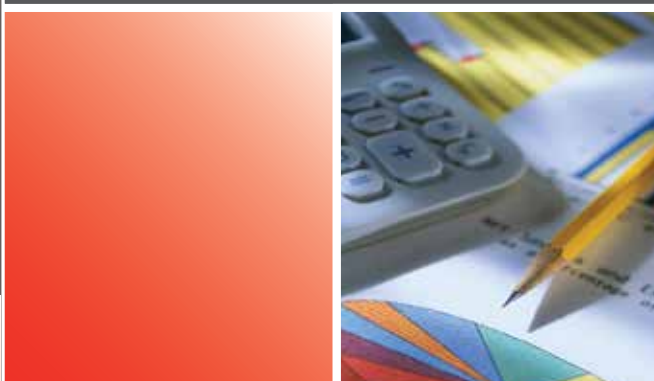
North American College

of Information Technology



Diploma Programs Faculty of Business

Accounting and Finance
Computerized Accounting
Computerized Accounting (Oracle Financials)
Business Administration
Administrative Assistant
Legal Administrative Assistant



www.nacollege.com
info@nacollege.com
Ph: 416-960-6024

Business
Technology
Healthcare

Financial Assistance may be available to those who qualify

Computerized Accounting (24weeks) Accounting and Finance (40weeks)

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 and corporate finance departments.

The public sector and non-profit sector also provide many opportunities for the accounting assistant. More senior opportunities exist for those with experience in related administrative and accounting areas or those working in one of the recognized accounting designations.

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

Course Modules:

- Introduction To Computer Applications (Word, Excel, Access, PowerPoint & Outlook)
- Business Communications
- Bookkeeping / Financial Accounting
- Accounting and Business Applications (Sage 50, QuickBooks Pro, GP)
- Advanced Accounting Applications (Sage 300 & Data Analysis)
- Canadian Business Law and Taxation

Additional courses for Diploma in Accounting and Finance include:

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

Computerized Accounting (Oracle Financials) (24 Weeks)

This program focuses on Oracle's E-Business-Suite accounting software which has been described as "the most complete and integrated financial management solutions for finance operations; governance, risk, and compliance; and performance management."

This Program provides students with the opportunity to obtain knowledge and skills relating to manual and computerized accounting, costing, budgeting, taxation, financial accounting and financial management, as well as spread sheeting and word processing software. The focus of this program is on applied skills and knowledge of accounting with an emphasis on Oracle Financials computerized accounting applications.

Career Opportunities:

Typically, graduates find employment in corporate finance departments of medium to large sized enterprises.

The public sector and non-profit sector also provide many opportunities for the accounting assistant. More senior opportunities exist for those with experience in related administrative and accounting areas or those working in one of the recognized accounting designations.

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

Course Modules:

- Bookkeeping
- Introduction to Computer Applications
 - ▶ Business Communications
 - ▶ Canadian Business Law and Taxation
- Oracle - E-Business Essentials
- Oracle - General Ledger
- Oracle - Accounts Payable
- Oracle - Accounts Receivable
- Oracle - Cash Management

Also available at the Scarborough Campus

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 entrylevel 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.

Course Modules:

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

Advanced Esthetics

We offer an Advanced Esthetics program at both of our campuses. If you are interested in working in the skin and body-care field, full details on our 48 week program are available on our website.

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.

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

Giving you the knowledge and skills to compete in today's highly demanding business world!