

**NORTHERN LIGHTS COLLEGE
REGISTRAR'S OFFICE
PROGRAM INFORMATION AND COMPLETION GUIDE**

Program Name: Applied Business Technology
Credential/Certification: Certificate in Applied Business Technology
(Administrative Assistant)
Date Submitted: April 2020
Effective Date: **September 2020**

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Program Description: Students will receive in-depth training in the use of current software packages used in the business world, with a focus on written communications and administrative procedures.

Admission Requirements:

1a. English requirement for applicants whose first language is English: official transcript showing successful completion of any Ministry-approved English Language Arts 11 course or ENGL 040 or equivalent within the previous five years; alternatively, a minimum CAAT score of 11.9 in Reading Comprehension.

OR

1b. English requirement for applicants who have graduated from a Philippine post-secondary institution: completion of a four-year Bachelor's Degree that must include at least one baccalaureate-level English course in which a minimum grade of 'C' was obtained; alternatively, IELTS Academic 6.0 overall with no band less than 6.0.

OR

1c. English requirement for all other applicants whose first language is not English: IELTS Academic 6.0 overall with no band less than 6.0.

AND

2. Math requirement for all applicants: any Ministry-approved Math 10 course or MATH 030 or MATH 035 or equivalent, within the previous five years; alternatively, a minimum CAAT score of 10.9 in Number Operations.

Note: Applicants should have a basic familiarity with computers and a minimum typing speed of 15 wpm.

Length of Program: (weeks and total hours) Full-time: 39 weeks; 850 hours. Part-time study is available online.

Program Intake: (start/finish dates) September to June

Available Seats: 20 in Dawson Creek; 20 in Fort St. John; 18 online.

Application Deadline: Annual add/drop date.

Career Prospects:

Graduates will be qualified to perform a variety of roles in business settings in the public and private sectors, including:

- Accounts Payable/Receivable Clerk
- Administrative Assistant
- Computerized Bookkeeping Assistant
- Data-Entry Clerk
- Financial Office Assistant
- Office Assistant
- Payroll Assistant
- Receptionist / Switchboard Clerk
- Records Management Clerk

Affiliations/Partnerships: None

Location:

Northern Lights College Campuses:
Dawson Creek, Fort St. John, and online

Additional Requirements/Supplies: (fees, supplies, materials)

None

Eligibility for Canada Student Loans: (Yes or No)

Yes

Required Minimum Grade: (overall and/or minimum within a course)

70%

Residency Requirement: (percentage of courses which must be taken at NLC)
25%

Required Courses: (list courses required to complete credential
and total hours for each course)

- ABTC 111 Accounting I (45 hrs)
- ABTC 112 Keyboarding I (30 hrs)
- ABTC 114 Human Relations & Job Search Skills (45 hrs)
- ABTC 119 Computers and Groupware (45 hrs)
- ABTC 120 Business Math and Calculations (30 hrs)
- ABTC 121 Electronic Spreadsheets I (30 hrs)
- ABTC 133 Word Processing I (60 hrs)
- ABTC 151 Accounting II (60 hrs)
- ABTC 153 Word Processing II (60 hrs)
- ABTC 154 Administrative Procedures and Records Management (45 hrs)
- ABTC 161 Electronic Spreadsheets II (45 hrs)
- ABTC 165 Business English (90 hrs)
- ABTC 173 Keyboarding II (30 hrs)
- ABTC 182 Automated Accounting (75 hrs)
- ABTC 192 Practicum (60 hrs)
- ABTC 193 Desktop Publishing (20 hrs)
- ABTC 194 Presentation Software (20 hrs)
- ABTC 195 Business Communications (60 hrs)