

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

Program Name: Applied Business Technology
Credential/Certification: Certificate in Applied Business Technology
(Office Assistant)
Date Submitted: November 2012
Effective Date: **September 2013**

Program Contact: Kristina Van DeWalle

Dean: Kristina Van DeWalle

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

Admission Requirements:

Transcript showing successful completion, within the previous five years:

- Grade 11 English or Communications 11 (or ENGL 040 Advanced English)
- Grade 10 Math (or MATH 030 Intermediate Mathematics).

If transcript is not available or outside of this time parameter, then the Canadian Adult Achievement Test (CAAT) will be administered using the following sections:

- Reading Comprehension with an 11.9 or higher standing
- Numbers Operations with a 10.9 or higher standing.

Or the permission of the Dean of the program.

Admissions Recommendation:

Basic Computer Knowledge would be advisable for this program including such competencies as: How to turn on/off a computer; How to open a program; How to save a file; some internet experience; and a preferred 15wpm keyboard speed or a minimum knowledge of the keys (and their location) on a keyboard.

If you wish assistance in obtaining these recommended competencies before program commencement, please contact the Northern Lights College Workforce Training or Career and College Preparation Departments nearest you to register and take a Basic Computers course.

Length of Program: (weeks and total hours)

450 hours

23 weeks

Program Intake: (start/finish dates) September to Mid - February

Available Seats: 16

Application Deadline: Ongoing until program commencement add/drop date

Career Prospects:

Graduates with the Office Assistant Certificate gain employment in a variety of business settings in the public and private sectors such as:

- Receptionist / Switchboard
- Office Assistant
- Data Entry Clerk
- Records Management Clerk

Affiliations/Partnerships: None

Location:

Northern Lights College Campuses:

Dawson Creek, Fort St. John, Fort Nelson, Chetwynd, and Tumbler Ridge.

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 (30hrs)
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 154 Administrative Procedures and Records Management (45 hrs)
ABTC 165 Business English (90 hrs)
ABTC 191 Practicum (30 hrs)