



APPLIED BUSINESS TECHNOLOGY CERTIFICATE – ADMINISTRATIVE ASSISTANT PLANNING GRID

Program Intake September to June

Course Name	Description	Hours	Grade/ Completed
ABTC 111	<i>Accounting I</i>	45	
ABTC 112	<i>Keyboarding I</i>	30	
ABTC 114	<i>Human Relations & Job Search Skills</i>	45	
ABTC 119	Computers and Groupware	45	
ABTC 120	Business Math and Calculations	30	

ABTC 121	<i>Electronic Spreadsheets I</i>	30	
ABTC 133	<i>Word Processing I</i>	60	
ABTC 151	<i>Accounting II</i>	60	
ABTC 153	Word Processing II	60	
ABTC 154	Administrative Procedures and Records Management	45	

ABTC 161	<i>Electronic Spreadsheets II</i>	45	
ABTC 165	<i>Business English</i>	90	
ABTC 173	<i>Keyboarding II</i>	30	
ABTC 182	Automated Accounting	75	
ABTC 192	Practicum	60	

ABTC 193	<i>Desktop Publishing</i>	20	
ABTC 194	<i>Presentation Software</i>	20	
ABTC 195	<i>Business Communications</i>	60	

****Notes:** Students can enroll in and complete the 39-week Administrative Assistant Program as part of group that starts together in September and finishes together in June. In this cohort environment, all courses are delivered in a face-to-face format. Cohort students may also opt to exit after 23 weeks as an Office Assistant or after 29 weeks as a Financial Assistant. Alternatively, students may choose an online cohort that progresses at a slower pace, beginning in September and finishing 16 months later. Students who want to study on a part-time basis may take individual courses as long as they meet prerequisites. Our online courses are scheduled to allow for other life-work commitments, and access to face-to-face courses may still be possible.

Students can seek advice on academic planning from the Program Chair. Ultimately, it is the responsibility of the student to register for courses and to ensure that they have the pre-requisite courses where necessary as found on the NLC website at <https://www.nlc.bc.ca/Programs/All-Programs-Alphabetical> Not all courses are offered every year. To ensure availability of courses, we recommend that students consult NLC's Fall and Winter Academic timetables at <http://www.nlc.bc.ca/Programs/Academic-and-Vocational-Programs/University-Arts-and-Sciences-Timetables>.