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: June 2024
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Program Description: The Applied Business Technology Administrative Assistant Certificate prepares students to work in business, government, and industry offices. This program teaches current administrative skills in word processing, keyboarding, spreadsheets, automated accounting, bookkeeping, and the utilization of up-to-date Microsoft Office software. The program includes business communications and office procedures courses which enable students to develop the soft skills necessary for success in today's offices. The program has a two-week practicum placement to give students the opportunity to apply their new skills in an office environment.

Admission Requirements:
1a. English requirement for applicants whose first language is English: official transcript showing successful completion of any BC Ministry-approved English Language Arts 11 course or ENGL 040 or higher or equivalent.
  OR
1b. English requirement for all other applicants whose first language is not English: IELTS Academic 6.0 overall with no band less than 6.0.
  OR
1c. 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.

AND

2. Math requirement for all applicants: any BC Ministry-approved Math 10 course or MATH 030 or higher or equivalent.

Note: Applicants should have a basic familiarity with computers and a minimum typing speed of 15 wpm to help ensure that they meet the 45 wpm requirement of the program upon completion.

Length of Program: (weeks and total hours) The full-time in-person cohort is 39 weeks (10 months or 850 hours). Students may opt to take a 70 week, (16 months or 850 hours) online cohort instead.

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

Available Seats: 17 in Dawson Creek; 17 in Fort St. John; 17 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 Calculators (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)