

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

**Program Name:** Office Administration  
**Credential/Certification:** Bookkeeping Assistant Certificate  
**Date Submitted:** May 2026  
**Effective Date:** September 2027

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**Dean:** Academic

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**Program Description:** The Bookkeeping Assistant Certificate emphasizes the development of core accounting competencies essential for entry-level roles in financial services. Students gain practical skills in bookkeeping, payroll administration, and the use of industry-standard accounting software, supported by training in spreadsheets for financial analysis and reporting. In addition, the program builds complementary administrative capabilities, including word processing, keyboarding, and proficiency in Microsoft Office applications. Courses also focus on developing the professional and interpersonal skills required in today's workplace. A two-week practicum placement provides students with the opportunity to apply their accounting knowledge and administrative skills in a real-world office environment.

**Admission Requirements:**

\*A. Domestic students and students from countries that practice Standard Written English (see Appendix A) must have official transcripts demonstrating that they have met the English Requirements: One of the following with a "C" grade or higher: English 12 or English Literature 12 or English First Peoples 12, ENGL 050, ENGL 099 or Alternatively, any university-level English course with a "C" grade or higher or graduation from Office Administration - Office Assistant Certificate. Students who do not meet one of the above English requirements must complete the NLC Writing Assessment for appropriate course placement.

B. International students who do not meet the requirement A. above, and domestic students who received their secondary education in French or another language, must show that they have met the NLC English requirement: see Appendix A (General Academic English Language Proficiency Requirements)

Note that some course options have specific prerequisites. Meeting the program entrance requirements does not ensure course prerequisites have been met for all available courses

Students who complete the Bookkeeping Assistant Certificate can access learner pathways in the Accounting Diploma and Executive Assistant Diploma programs.

**Length of Program:** (weeks and total hours) 33 credits (510 hours), minimum

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

**Available Seats:**

**Application Deadline:** Add/Drop Date

**Career Prospects:** The Bookkeeping Assistant Certificate prepares students to work in a variety of financial roles that are widely available across sectors like business, government, healthcare, education, private businesses, and industry offices.

**Affiliations/Partnerships:** N/A

**Location:** Dawson Creek, Fort St. John, Online,

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

Students are required to have a computer (PC or laptop) with minimum computer requirements as listed on the NLC website ([www.nlc.bc.ca/Services/Information-Technology/minPC](http://www.nlc.bc.ca/Services/Information-Technology/minPC)).

NOTE: Apple (MAC) devices are NOT compatible with bookkeeping software

**Eligibility for Canada Student Loans:** (Yes or No)

Yes

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

A cumulative grade point average of 2.00 ('C') or better must be obtained from all courses applied toward the certificate

**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)

- OADM 119 Computers and Software (3 credits/45 hours)
- OADM 126 Microsoft Office Level 1 (3 credits/45 hours)
- OADM 118 Human Relations and Job Search (3 credits/45 hours)
- OADM 151 Administrative Procedures and Records Management (3 credits/45 hours)
- OADM 165 Business English (3 credits/45 hours)
- MGMT 103 Foundations in Financial Accounting Level 1 (3 credits/45 hours)
- OADM 127 Microsoft Office Level 2 (3 credits/45 hours)
- OADM 180 Introduction to Payroll (3 credits/45 hours)
- OADM 182 Automated Accounting (3 credits/45 hours)
- Open elective: choose any 3-credit elective (3 credits/45 hours)
- OADM 196 Bookkeeping Assistant Practicum (3 credits/60 hours)