Learn a skill-set that's in high demand.

# Administrative Assistant

## (ABT) APPLIED BUSINESS TECHNOLOGY

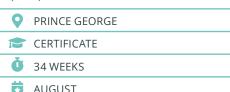| | |
|---|---|
| 📍 | PRINCE GEORGE |
| 🎓 | CERTIFICATE |
| ⏱ | 34 WEEKS |
| 📅 | AUGUST |
| 👥 | IN-CLASS |

The Applied Business Technology Administrative Assistant certificate program is a 1020-hour full-time program offered at CNC campuses over two 17-week semesters. You will learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office administration skills. Your professional image, communication, time management, and interpersonal skills will be developed through lessons and practice. This program also includes a three-week work experience placement that provides students with the opportunity to practice their skills in an office environment.

For up-to-date information on fees, courses, and programs visit
cnc.bc.ca

**CNC**

## What do I need?

- High school graduation, or equivalent
- English Studies 12, or English First Peoples 12, (minimum "C-") or equivalent
- Mathematics 11 (minimum "C-"), or equivalent
- 20 NWP Typing Assessment
- The Student Readiness Assessment (SRA) may be used to meet the English and Math requirements.

See specific programs for more details on our website.

**Contact Student Recruitment**
P 250 561 5855  |  E recruitment@cnc.bc.ca