



Administrative Assistant

(ABT) APPLIED BUSINESS TECHNOLOGY

The Applied Business Technology Certificate is your fast track toward your new career as an Administrative Assistant. In just one year, you will be ready to join the workforce in this highly rewarding career path.

Working as an Administrative Assistant, you will be managing daily office operations and making sure important activities within an office environment are running smoothly.



Prince George



Certificate



1 year



September

School of Human Services, University Transfer, and Business Studies
For up-to-date information on fees, courses, and programs visit
cnc.bc.ca



CNC

What do I need?

- ⇒ Successful Completion of Grade 12 or equivalent
- ⇒ English Studies 12 or English First Peoples 12, or equivalent
- ⇒ Grade 11 math or equivalent
- ⇒ Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute.

See specific programs for more details on our website.

Contact Future Student Services

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