

Move your career forward.

Office Assistant

(ABT) APPLIED BUSINESS TECHNOLOGY



MACKENZIE



CERTIFICATE



17 WEEKS



SEPTEMBER AND JANUARY



ONLINE

The Applied Business Technology Office Assistant program is an online 500-hour certificate program that can be taken on a full-or part-time basis. Courses include keyboarding, word processing, spreadsheet, database, desktop publishing, manual and computerized bookkeeping, and presentation software. Students also learn office procedures, file management, business communications, calculator skills, effective job search techniques, professional development, and complete a minimum 60-hour work practicum course at the end of this program.

For up-to-date information on fees, courses, and programs visit

cnc.bc.ca

What do I need?

- Office Clerk Certificate, or equivalent – completed within the last 5 years
- 40 NWPM Typing Assessment

See specific programs for more details on our website.

Contact Student Recruitment

P 250 561 5855 | E recruitment@cnc.bc.ca

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Canada, V2N 1P8
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TF 1 800 371 8111

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