



Office Assistant

(ABT) APPLIED BUSINESS TECHNOLOGY

Do you want to study on a schedule that works with your routine, your employment, and your lifestyle? Earn an

Office Assistant Certificate by successfully completing the 14 online courses in the Applied Business Technology Office Assistant Program.

The Applied Business Technology (ABT) — Office Assistant Certificate provides a solid foundation of training in popular computer tools and office procedures.

The program is designed for flexibility between certificates and classroom offerings and online students may opt to exit after Level 1 completion with an Office Clerk certificate.

Flexible and supportive online classes will give you specialized office administration skills to advance your career in virtually every type of business, industry, and service organization. Graduates may be employed as receptionists, general clerks, administrative or executive assistants, and other similar careers.



Varies



Certificate



Varies



Varies

School of Access and Continuing Education

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

cnc.bc.ca



What do I need?

To Progress to the Office Assistant courses, students must have the following:

- ⇒ Office Clerk Certificate or equivalent – completed within the last 5 years
- ⇒ Keyboarding proficiency assessment* with a minimum speed of 40 NWPM

Note: The keyboarding assessment may take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing, or an assessment by a CNC Applied Business Technology instructor or designate. To arrange an assessment, please contact your local campus.

See specific programs for more details on our website.

Contact Future Student Services

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