



Move your career forward.

Office Clerk

(ABT) APPLIED BUSINESS TECHNOLOGY



VARIES



CERTIFICATE



17 WEEKS



SEPTEMBER AND JANUARY



ONLINE

The Applied Business Technology Office Clerk Program is an online 480-hour certificate program that provides the student with a strong foundation of technology, communication, and professional skills needed to be successful in today's office environment.

The program can be taken on a full-or part-time basis and courses include keyboarding, word processing, bookkeeping, spreadsheets, and databases. Students also learn office procedures, file management, business communications, effective job search techniques, and professional development.

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

cnc.bc.ca



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 NWPM 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

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