



Office Clerk

(ABT) APPLIED BUSINESS TECHNOLOGY

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.



Varies



Certificate



6 months



September
January

School of Access and Continuing Education

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, or equivalent
- ⇒ Any Grade 11 Math or equivalent
- ⇒ Completion of a keyboarding proficiency assessment* with a minimum speed of 20 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

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