APPLIED BUSINESS TECHNOLOGY (ABT)
Administrative Assistant Certificate
Admission Information
Prince George Campus

The purpose of this information form is to ensure that all students entering the ABT program are aware of the requirements and other considerations for the program prior to admission. If there are any parts of this information that you need clarified, contact ABT instructor and coordinator, Jennifer Madsen—(250) 561-5848 local 5516 (madsen@cnc.bc.ca), or a CNC Advisor – (250) 561-5818 (advising@cnc.bc.ca).

Admission Requirements and notes:

☐ Successful completion of Grade 12 (with a minimum of Communications 12 and any grade 11 math or equivalent). For mature student status, consult with a CNC Advisor.

☐ Completion of the keyboarding proficiency assessment with a minimum speed of 20 net words per minute, or permission from the department.
  o The keyboarding assessment make take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing or the student can arrange an assessment through the CNC Testing and Tutoring Centre at (250) 561-5837.

Note: This is a demanding program, and applicants with only the minimum admission requirements may experience difficulties in completing the program.

- Fall semester consists of six courses over 30 classroom hours. The final timetable will be given to you at orientation and may be different than the timetable provided by admissions.

- Spring semester consists of seven courses over 30 classroom hours. The spring timetable will be provided by your instructors near the end of semester one.

Fall semester courses:
- ABTA-100: Financial Records: electronic calculators, business math, and manual bookkeeping.

- ABTA-105: Communications I: English Grammar.

- ABTA-110: Human Relations I: time/stress management, study skills, goal setting, professionalism, and self-awareness.

- ABTA-115: Office Procedures: filing, basic office processes and procedures.

- ABTA-120: Word Processing: three levels of word processing and document formatting, as well as keyboarding skill and speed development.

- ABTA-125: Microcomputer Applications: introductory Windows, Outlook, Excel, and Access.

Spring semester courses:
- ABTA-150: Computerized Bookkeeping: Sage Accounting

- ABTA-155: Communications II: business writing: memos, letters, reports, and employment documents (resumes and cover letters) and oral presentations.

- ABTA-160: Human Relations II: interpersonal communications, working with others, and conflict management.

- ABTA-165: Office Simulations: pulls all other courses together and challenges students to use their skills in a mock office environment.

- ABTA-170: Desktop Publishing: advanced Word, Publisher, and PowerPoint.

- ABTA-175: Microcomputer Applications II: intermediate and advanced Windows, Excel, Access, and webpages.

- ABTA-180: Work Experience: in a host employer's workplace for three weeks.

- Many fall semester courses are pre-requisites for spring semester courses. Courses are offered only once a year. Students who are unsuccessful in one or more courses will be presented with options for certificate completion, such as part-time or online studies. **Part-time seats cannot be guaranteed.**

- Expect to spend approximately 10–15 hours or more per week on homework.

- **Basic computer skills are strongly recommended!** This program uses computers extensively and students entering the program are expected to have basic computer skills. A checklist is attached to guide you in the assessment of your skills. If you do not have the skills listed, you are **strongly advised to upgrade your skills**. Contact an ABT instructor for further information.

- Oral presentations and group participation are integral to the program and the workplace. These skills will be practiced throughout the academic year in most courses.

- The program starts **August 21, 2023** with an orientation to the program.
  o Classes start on **August 22**.
  o Fall semester ends **December 15, 2023 (including exams)**
  o Spring semester starts **January 8** and ends **May 10, 2024 (including exams)**
  o Spring Break is in March and follows one week of the school district spring break.

- Attendance and punctuality are mandatory and are part of each course's grade.
  o Students unable to attend class are <u>required</u> to advise instructors of their absence prior to class.
  o A doctor's note may be required if assignments and/or tests are missed due to absence.
  o Students missing five or more classes without explanation may be withdrawn from the course/program.

- A "business casual" dress code is required.
  o Professional behaviour and ethics are expected in all classes.
  o Cell phones must be turned off during class time unless absolutely necessary.
  o Messenger, Facebook, etc. and iPods are not allowed during class time.

- If child care is needed, reliable child care arrangements must be made early.
  o Students with small children may find extra help from family members or friends is essential at times to ensure that the student can cope with the coursework and family responsibilities without jeopardizing her/his health.
  o Students should also arrange for backup child care for times when a child is ill or regular child care is unavailable.

- Students should make funding arrangements early so that funds are available for tuition and books at the start of the fall semester. Ensure that your funding agency is aware of the program start date. Most books are required during the first week of classes. Used textbooks may be available.

  o Tuition Fees: https://cnc.bc.ca/programs-courses/programs/detail/applied-business-technology-certificate.

  o Textbooks are approximately $1,500 for the fall and $500 for the spring.

- Working full-time during the school year **is not recommended**, as it will make it hard to keep up with school work; therefore, if a student must work, part-time work is strongly recommended.

- Students with any medical issues which may impact their ability to finish the program are advised to arrange for any additional resources that may be needed through CNC's Accessibility Services at (250) 561-5838. If necessary, students should also advise the ABT instructors prior to the start of the program so that accommodations can be made.

- Students with medical conditions of any kind or those who are required to take medications should advise the ABT instructors of their condition at the start of the program. This information will be kept confidential and only given to a First Aid attendant if necessary.

Basic Computer Skills Checklist (for your use only)

- Upon entering the ABT program, you should be able to:
- turn on a computer system,
- log in to Windows,
- identify the Windows desktop and taskbar,
- open an application program from the Start menu,
- open an application program from an icon,
- identify the difference between a file and a program,
- use Windows Explorer to locate and save files and folders,
- use a mouse to select a file or program,
- use a mouse to open a file or program,
- use a mouse to scroll through a document,
- describe the use of the left mouse button,
- describe the use of the right mouse button,
- describe the use of the mouse wheel,
- describe the use of the "Alt" key on the keyboard,
- describe the use of the "Ctrl" key on the keyboard,
- describe the use of the "Shift" key on the keyboard,
- describe the use of the "Caps Lock" key on the keyboard,
- describe what operation the "Backspace" key performs,
- describe what operation the "Del" key performs,
- describe the use of the "Esc" key on the keyboard,
- copy and paste text and files,
- cut and paste text and files,
- define the difference between copy and cut,
- switch between open programs/windows,
- minimize, maximize and close open windows,
- restore a window/program from the taskbar,
- move an open window using the mouse,
- open an Internet browser and type a URL in the address bar,
- open a hyperlink from a web page,
- use search engines to locate websites,
- compose, send, receive, and forward emails,
- attach a file to an email message,
- open a file attached to an email message, and
- log off Windows and/or shut down the computer.