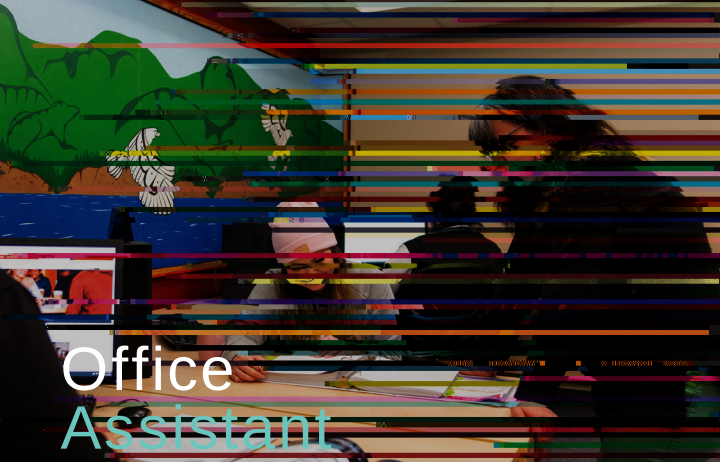




Office Assistant

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

2•FH \$VVLVWDQW &HUWLILFDWH E\ V the 14 online courses in the Applied Business 7HFKQRORJ\ 2•FH \$VVLVWDQW 3URJU

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7KH SURJUDP LV GHVLJQHG IRU ÆH[L FHUWLFDWHV DQG FODVVURRP RIIH students may opt to exit after Level 1 completion with DQ 2•FH &OHUN FHUWLILFDWH

Flexible and supportive online classes will give you VSHFLDOLJHG R•FH DGPLQLVWUDWLR your career in virtually every type of business, industry, and service organization. Graduates may be



What do I need?

7R 3URJUHVV WR WKH 2•FH \$VVLVWD
must have the following:

- ⇒ 2•FH & OHUN & HUWLILFDWH RU HT completed within the last 5 years
- ⇒ .H\ERDUGLQJ SUR<FLHQF\ DVVHV 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

See specific programs for more details on our website.

Contact Future Student Services

P 250 561 5855 | E futurestudents@bcc.ca