

BUSINESS TECHNOLOGY — ONLINE

NORTHWEST COMMUNITY COLLEGE

Online Learning — Designed to Meet Your Needs

Online learning is a viable alternative for students who wish to complete college courses from their homes/offices or are unable to attend classes in person.

Using a personal computer with (minimum) Windows 2000, course appropriate software and Internet connection, you can take classes full- or part-time with the support of online instructors.

The online option is designed to provide students with the knowledge and skills necessary to function effectively in entry-level and specialized office positions.

Get online training in computer applications, business communications and human relations, as well as accounting methods through the Business Technology Program.

Contact the Program Coordinator or visit our Web site for a complete list of Online courses.



How to Apply

Apply online at www.pas.bc.ca or obtain an Application from any Campus or download an Application from our Web site at www.nwcc.bc.ca. Return the completed form and documents to NWCC. You will be notified by mail regarding the status of your application and when and how to register.

All students are encouraged to contact an Educational Advisor before applying to Northwest Community College. Telephone or in person appointments can be arranged by contacting your nearest College campus.

It is important to apply as early as possible as many programs and courses have a limited number of seats. Applicants will be admitted based on the date of their application.

Contact Us

Smithers Campus
Phone: (250) 847.4461

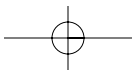
Business Technology —Online

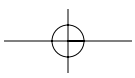


Toll Free 1.877.277.2288
Email info@nwcc.bc.ca
www.nwcc.bc.ca



www.nwcc.bc.ca





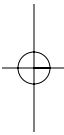
BUSINESS TECHNOLOGY — ONLINE **NORTHWEST COMMUNITY COLLEGE**

Business Technology — Online A World of Opportunity

Northwest Community College's **Business Technology—Online** program prepares students for general and specialized administrative support positions in a variety of business and office settings. Graduates of the Office Assistant Certificate program will have up-to-date skills in current office software and procedures, business communications, and human relations training. The Accounting Certificate focuses learning on specialized accounting skills and the new Administrative Assistant Certificate provides students with the advanced technical, administrative and human relations skills required in today's office environments. Students use computers and popular software applications to solve problems, manage information, and enhance document production.

Business Technology — Online program graduates possess a broad range of marketable, job-ready skills. Each certificate option is designed to develop specialized skills ideally suited for many secure, interesting, and challenging office positions.

Students may take the Business Technology certificate programs or register for only those courses that interest them.



Business Technology — Online Accounting	
BTEC 101	Online Learner Success
BTEC 221	Accounting I
BTEC 226	Accounting II
BTEC 251	Business Communications
BTEC 273	Spreadsheets I
BTEC 274	Spreadsheets II
BTEC 281	Computerized Accounting

Business Technology — Online Office Assistant	
BTEC 101	Online Learner Success
BTEC 111	Keyboarding I
BTEC 121	Introduction to Computers and the Internet
BTEC 126	Database
BTEC 131	Word Processing Level I
BTEC 136	Administrative Procedures
BTEC 151	Business English
BTEC 166	Presentation Software
BTEC 171	Human Relations
BTEC 177	Job Search Techniques
BTEC 181	Records Management
BTEC 191	Business Calculators and Mathematics
BTEC 236	Word Processing Level II (Optional)
BTEC 286	Keyboarding II (Optional)

Business Technology — Online Administrative Assistant <i>Completion of the Office Assistant Certificate and the following:</i>	
BTEC 221	Accounting 1
BTEC 251	Business Communications
BTEC 273	Spreadsheets I
BTEC 286	Keyboarding II
BTEC 236	Word Processing II
BTEC 228	Desktop Publishing
BTEC 227	Groupware Using Outlook
BTEC 229	Office Simulation

A Future on the Leading Edge of Technology

Whether you are entering the business world, starting your own business, updating or specializing your office skills, you will find the online delivery method practical and convenient. Online learning allows you to enrol in individual courses or work toward an Office Assistant, Accounting, or Administrative Assistant Certificate without having to attend classes on campus. Contact the College today to design a schedule that works for you.

