

INTRODUCTION

The Accounting Assistant Program is invaluable for a person who aims to work in a business where both accounting and a variety of related office skills are required. Students gain marketable skills in bookkeeping theory and popular business software applications, including current versions of Simply Accounting, Access, Excel, Outlook, and Word.

EMPLOYMENT OPPORTUNITIES

Graduates find employment in government offices, municipal offices, accounting firms, accounting departments of both large and small businesses, insurance and real estate firms, and office support positions in a wide variety of businesses.

PROGRAM DURATION

The program is 10 months long broken into a fall semester, spring semester, and intersession.

PROGRAM START DATES

There is one intake per year in September.

PROGRAM PREREQUISITES

For entry into this program, candidates must meet the following prerequisites:

- Grade 12 or equivalent, with a min. "C" grade in English 12 and minimum "C" grade in Math 10
- *Note: Applicants without English 12 and Math 10 will be considered for admission if they successfully complete reading comprehension, sentence skills, and arithmetic assessments.*

Entrance into the spring semester and intersession of this program requires students to have achieved the following prerequisites:

- Pass in all fall semester subjects
- Minimum of "B" in each of ABTP 120T Business Math and Calculators, ABTP 130T Business English, and ABTP 146T Office Computer Applications I
- Keyboarding speed of 35 net words per minute

CERTIFICATE REQUIREMENTS

A certificate will be granted if a student has met the following requirements:

- Pass in all courses with a minimum "C" average
- Minimum keyboarding speed of 45 nwpm.
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ENROLMENT SELECTION POLICY

Qualified full-time students are given priority over qualified part-time students.

Applied Business Technology
Accounting Assistant Certificate Program

COURSES

Fall Semester

ABTP 120T	Business Math and Calculators (1.5)	
ABTP 130T	Business English (3)	
ABTP 136T	Human Relations and Office Procedures (3)	
ABTP 146T	Office Computer Applications I (3)	
ABTP 121T	Administrative Procedures (1.5)	12 credits (15 weeks)

Spring Semester

ABTP 122T	Accounting II (3)	
ABTP 123T	Computerized Accounting (3)	
ABTP 147T	Office Computer Applications II (3)	
ABTP 148T	Office Computer Applications III (3)	12 credits (15 weeks)

Intersession

ABTP 135T	Employment Strategies (1.5)	
ABTP 181T	Level II Project (1.5)*	
ABTP 185T	Office Practicum (1.5)*	
ABTP 186T	Accounting Integrated Project (3)	6 credits 1(10 weeks)

*Note: *Students complete either ABTP 181T or ABTP 185T.*

LEVEL I COURSE DESCRIPTIONS

ABTP 120T Business Math and Calculators (1.5)

A review of business arithmetic and electronic calculator procedures. Topics include business arithmetic problem solving, correct calculator usage, and calculator speed development. (6:0:0 for 7.5 wks.)

Prerequisite: Admission to program.

ABTP 130T Business English (3)

A review of English language usage and practical application for all office personnel producing keyboarded documents. Topics include vocabulary, spelling, grammar, punctuation, mechanics of style, proofreading, and introductory business writing. (6:0:0 for 15 wks.) *Prerequisite: Admission to program.*

ABTP 135T Employment Strategies (1.5)

Development of employment strategies needed for securing and keeping employment. Topics include resume and employment letter writing, job search techniques, personal presentation and interview skills, and employment research. (22.5:0:0 for 2 wks.) *Prerequisite: Admission to program or permission of instructor.*

ABTP 136T Human Relations and Office Procedures (3)

In this course the student will become familiar with current office procedures and technologies in an office environment. Topics include business resources, mail services, and the most common business practices used in records management, front-line reception, and telephone usage. A practical understanding and application of basic oral communications and interpersonal skills required to be a successful office worker. Personal and professional development is emphasized including personal

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accountability, courteous conduct; the handling of assertiveness, criticism, and complaints; and positive oral communications. (6:0:0 for 15 wks.) *Prerequisite: Admission to program.*

ABTP 121T Accounting I (3)

A complete study of the manual bookkeeping process for a service business up to post-closing trial balance. Topics include preparation of journal entries, debits and credits, posting to general ledger, preparation of financial statements, adjustments, petty cash, and the bank reconciliation. (6:0:0 for 7.5 wks.) *Prerequisite: Admission to program.*

ABTP 122T Accounting (5)

A further study of the manual bookkeeping process up to trial balance. Topics include preparation of journal entries, posting to general ledger, preparation of financial statements, payroll, inventory valuation, petty cash, GST/PST, accounts payable, accounts receivable, bad debts, bank reconciliation, and entries for a merchandising company. (6:0:0 for 15 wks.) *Prerequisites: Successful completion of all fall semester courses, min. "B" in 120T and ABTP 121T, or permission of instructor.*

ABTP 123T Computerized Accounting (2.5)

An introduction to computerized accounting. Topics include establishing company records and maintaining daily transactions using general journal sales, purchases, payroll, and inventory modules. Additional topics include budgeting, project allocating, and reconciliations. (3:0:3 for 15 wks.) *Prerequisite: ABTP 122T or permission of instructor.*

ABTP 147T Office Computer Applications II (3)

In this course the student will develop speed and accuracy in computer keyboarding. Students must achieve a minimum of 45 nwpm on five-minute timings. The focus of the word processing portion of this course is to learn efficient production of professional business documents using advanced features of Microsoft Word. Emphasis is placed on accuracy, proofreading, correct procedure and productivity. (3:0:3 for 15 wks.) *Prerequisite: ABTP 146 Office Computer Applications I*

ABTP 148T Office Computer Applications III (3)

In this course the student will learn introductory through advanced concepts using Excel spreadsheet software. The student will also learn hands-on application of office database systems using Microsoft Access software. (3:0:3 for 15 wks.) *Prerequisite: ABTP 146 Office Computer Applications I*

ABTP 181T Level II Project (1.5)

Students may choose from a selection of advanced individual or group projects. Topics will be set by the department each term. Note: students can negotiate a specialized project with instructor. Students choosing this option will be expected to submit a proposal outlining topic, plan, and follow-up activities. (0:0:0-35 for 2 wks.) *Prerequisites: Successful completion of all legal courses, min. "B" in ABTP 130T and 146T, min. keyboarding speed of 40 nwpm, or permission of instructor.*

ABTP 185T Office Practicum (1.5)

Placement in a non-legal office for a two-week period to gain practical experience applying newly acquired office skills. *Note:* Placements are subject to availability of office work experience positions in community. Student's grades and attendance will be considered in determining eligibility for the available positions. If suitable positions are unavailable, students may earn alternate credit by completing ABTP 186 instead. (0:0:0—35 for 2 wks.) *Prerequisite: Successful completion of accounting specialty with a min. "C" average.*

ABTP 186T Accounting Integrated Project (3)

An capstone project for students graduating from the accounting specialty. Topics include the transfer of data files and formats from one software system to another using Microsoft Office and accounting software, preparing databases and accounting records, and creating spreadsheets and charts. (2.5:0:20 for 4 wks.) *Prerequisite: Successful completion of accounting specialty or permission of instructor.*