

INTRODUCTION

The Administrative Assistant Program is designed to provide students with the technical, administrative, and human relations skills required in today's office environments. Students gain in-depth training in the use of microcomputers and popular software applications, including the Microsoft Professional Office Suite (Word, Access, Excel, Outlook, PowerPoint) and the Windows environment. Students learn to use the microcomputer to solve problems, manage information, and enhance document production.

EMPLOYMENT OPPORTUNITIES

Graduates of this program will acquire a broad range of marketable skills, which makes them ideally suited for many office positions. Graduates find employment in a wide variety of private and public sector firms, including federal, provincial, and municipal government offices. Other large employers include resource companies, Malaspina University-College, school districts; and various mid-size and smaller businesses including insurance, credit union, real estate, desktop publishing, and various other professional offices.

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 minimum "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 a reading comprehension, sentence skills, and arithmetic assessment*

To proceed to the spring semester and intersession of this program, students must achieve:

- Pass in all Level I subjects
- Minimum of "B" in each of ABTP 120T Business Math & Calculators, and ABTP 130T Business English,
- Minimum of "B-" in each of ABTP 110T Office Procedures & Technologies, ABTP 136T Human Relations and Office Procedures, and ABTP 146T Office Computer Applications I.
- Keyboarding speed of 35 net words per minute

Applied Business Technology
Administrative Assistant Certificate Program

CERTIFICATE REQUIREMENTS

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

- Pass in all courses in both Levels I and II with a “C” average
- Minimum keyboarding speed of 50 net words per minute

ENROLMENT SELECTION POLICY

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

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 115T	Administrative Procedures (1.5)	12 credits (15 weeks)

Spring Semester

ABTP 138T	Business Communications (3)	
ABTP 147T	Office Computer Applications II (3)	
ABTP 148T	Office Computer Applications III (3)	
ABTP 149T	Office Computer Applications IV (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 187T	Administrative Integrated Project (3)	6 credits 1(10 weeks)

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

Applied Business Technology
Administrative Assistant Certificate Program

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 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 138T Business Communications (3)

A study of ways to become an effective business communicator in today's changing workplace. Topics include the development of personal and professional communication skills, interpersonal skills, human and client relations, teamwork, conflict management. Writing topics include how to plan, organize, and write correct and effective "reader friendly" business documents, including business letters, memos, reports, and electronic messages. Oral communication topics include how to plan, organize, prepare, and deliver effective oral presentations. (6:0:0 for 15 wks.) *Prerequisite: Successful completion of ABTP 130T Business English and ABTP 136 Human Relations & Office Procedures*

ABTP 146T Office Computer Applications I (3)

In this course the student will learn about the Windows operating system and file management. The course provides students with the necessary techniques to keyboard accurately at a minimum of 25 nwpm using the alphanumeric keyboard. Word processing skills using Microsoft Word will be developed including using basic formats for business documents. Accuracy, proofreading skills, correct procedures, and productivity will be stressed. This course also provides a comprehensive overview of Microsoft Outlook as an email, calendar, and contact information management system. (3:0:3 for 15 wks.)

Prerequisite: Admission to program.

Applied Business Technology
Administrative Assistant Certificate Program

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 50 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 149T Office Computer Applications IV (3)

In this course the student will learn desktop publishing through the use of Microsoft Publisher and Microsoft Word software programs. The student will learn to produce effective presentations through the use of Microsoft PowerPoint software. Basic web design and maintenance skills will be acquired as well. (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)

Two-week placement in a non-legal office for a two-week period to gain practical experience applying newly acquired office skills. Placements are subject to availability of office work experience positions. 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 181 instead. (0:0:0—35 for 2 wks.) *Prerequisite: Successful completion of Level II specialty courses with a min. "C" average.*

ABTP 187T Administrative Integrated Project (3)

A capstone course for students graduating from the Administrative Assistant Specialty. Topics include transferring data files and formats from one software system to another using Microsoft Office; composing letters; and creating spreadsheets, charts, flyers, and slide presentations. This Project may involve group work (2.5:0:20 for 4 wks.) *Prerequisite: Successful completion of Administrative Assistant Specialty or permission of instructor.*