

# A BRIEF OVERVIEW OF THE ABT PROGRAM

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## ALL NEW STUDENTS TAKE LEVEL I - Office Assistant (First 5 months)

- ABTP 104T Keyboarding I (0.5)
- ABTP 105T Keyboarding II (1.5)
- ABTP 110T Office Procedures (1.5)
- ABTP 120T Business Math & Calculators (1.5)
- ABTP 130T Business English (3)
- ABTP 131T Business Communications I (1)
- ABTP 140T Word Processing (2.5)
- ABTP 145T Machine Transcription (1)
- ABTP 150T Introduction to Microcomputers (1.5)
- ABTP 180T Level I Project (1)

Total 15 credits / 500 hours

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## ONCE NEW STUDENTS HAVE SUCCESSFULLY COMPLETED LEVEL I, THEY CHOOSE ONE OF THE FOLLOWING SPECIALTIES (Next 5 months)

### LEVEL II - Administrative Assistant Specialty

- ABTP 106T Keyboarding III (0.5)
- ABTP 115T Administrative Procedures (1.5)
- ABTP 132T Business Communications II (0.75)
- ABTP 133T Business Communications III (1.25)
- ABTP 135T Employment Strategies (0.75)
- ABTP 152T Spreadsheets (1.5)
- ABTP 153T Database (1.5)
- ABTP 155T Integrated Software (0.5)
- ABTP 156T Electronic Information Management (0.75)
- ABTP 171T Advanced Word Processing I (1.5)
- ABTP 174T Advanced Word Processing II (1)
- ABTP 173T Desktop Publishing (1.5)
- ABTP 175T Presentation Software (1)
- ABTP 185T Office Practicum (1)
- ABTP 187T Office Simulation II (1)

Total 15 credits / 500 hours

*Note: Students complete either ABTP 185T or 187T.*

### LEVEL II - Accounting Assistant Specialty

- ABTP 106T Keyboarding III (0.5)
- ABTP 122T Accounting (5)
- ABTP 123T Computer Accounting (2.5)
- ABTP 135T Employment Strategies (0.75)
- ABTP 152T Spreadsheets (1.5)
- ABTP 153T Database (1.5)
- ABTP 156T Electronic Information Management (0.75)
- ABTP 171T Advanced Word Processing I (1.5)
- ABTP 185T Office Practicum (1)
- ABTP 186T Office Simulation I (1)

Total 15 credits / 500 hours

*Note: Students complete either ABTP 185T or 186T.*

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All Level II Specialties are subject to enrolment.**

## **LEVEL II - Legal Administrative Assistant Specialty**

- ABTP 106T Keyboarding III (0.5)
- ABTP 135T Employment Strategies (0.75)
- ABTP 156T Electronic Information Management (0.75)
- ABTP 160T Legal Office Procedures (1.5)
- ABTP 161T Civil Litigation (3)
- ABTP 162T Family Law/Divorce (1.5)
- ABTP 163T Wills and Estates (1.5)
- ABTP 164T Conveyancing (2.5)
- ABTP 165T Corporate (1.5)
- ABTP 166T Legal Microcomputer Applications (0.5)
- ABTP 167T Legal Practicum (1)
- ABTP 181T Level II Project (1)

Total 15 credits / 500 hours

*Note: Students complete either ABTP 167T or 181T.*

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## **A BRIEF OVERVIEW OF COURSE CONTENT**

### **ABTP 104T (0.5) Keyboarding I**

Learn to keyboard by touch and to improve skills and speed on computer keyboard. The goal is to type 25 net words per minute on five-minute timings with five or fewer errors.

### **ABTP 105T (1.5) Keyboarding II**

An opportunity to improve speed and accuracy using computerized software. The goal is to achieve a minimum touch keyboarding speed of 35 net words per minute on five-minute timings with five or fewer errors.

### **ABTP 106T (0.5) Keyboarding III**

A continuation of ABTP 105T.

### **ABTP 110T (1.5) Office Procedures**

An examination of current office procedures and technologies. Topics include records and information management, mail services, electronic and telephone communication, researching, recordkeeping, and reception skills.

### **ABTP 115T (1.5) Administrative Procedures**

An expanded study of the role of the administrative assistant. Topics include meeting and travel planning, organization and time management, office health and safety issues, information and project management, and research tools.

### **ABTP 120T (1.5) Business Math and Calculators**

A review of business arithmetic and electronic calculator procedures. Topics include business arithmetic problem solving, correct calculator usage, calculator speed development, banking procedures, bank reconciliation, and petty cash management.

### **ABTP 122T (5) Accounting**

A complete study of the manual bookkeeping process up to post-closing trial balance. Topics include preparation of journal entries, posting to general ledger, preparation of financial

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statements, adjustments, payroll, inventory valuation, petty cash, GST/PST, accounts payable, accounts receivable, bad debts, bank reconciliation and entries for a merchandising company.

**ABTP 123T (2.5) Computerized Accounting**

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.

**ABTP 130T (3) Business English**

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.

**ABTP 131T (1) Business Communications I**

An overview and practice of oral communication skills. Personal and professional development skills are stressed. Topics include personality development for work, self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, and assertiveness training.

**ABTP 132T (0.8) Business Communications II**

An overview of written communication skills, emphasizing business letter and memo writing. Focuses on how to plan, organize, and write correct and effective "reader friendly" business documents.

**ABTP 133T (1.2) Business Communications III**

A continuation of ABTP 131T, emphasizing personal and professional development, oral and written communication, and human relations skills. Topics include teamwork skills, negotiating skills, problem solving, conflict resolution, and business ethics. Students will plan, organize, and deliver prepared presentations.

**ABTP 135T (0.8) Employment Strategies**

Development of employment strategies needed for securing and keeping employment. Topics include resume and employment letter writing, job search techniques, networking, personal presentation and interview skills, and employment research.

**ABTP 140T (2.5) Word Processing**

A review of basic formats stressing accuracy, proofreading skills, mastery of word processing software and document production. Topics include business letters, interoffice memos, reports, and tables.

**ABTP 145T (1) Machine Transcription**

An introduction to the operation of transcription equipment and the language skills required to become a proficient dictatypist. Topics include improving language skills, punctuation, proofreading, business vocabulary, and keyboarding a mailable copy of basic business letters and memos.

**ABTP 150T (1.5) Introduction to Microcomputers**

An introduction to the use of microcomputers in a business office. Topics include an overview of computer terminology, hardware, the Internet, Windows operating system, file and disk management, the Web browser, and electronic spreadsheets.

**ABTP 152T (1.5) Spreadsheets**

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The continued use of electronic spreadsheets to record, calculate, and display information. Topics include tables; using formulas and built-in functions to solve mathematical problems; illustrating and presenting spreadsheet data in graphic form; automating with macros; importing and exporting files.

**ABTP 153T (1.5) Database**

An overview of database systems and applications found in business and government utilizing a Windows-based database package. Topics include database design; data entry control; report generation; searching and sorting; command programming; import and export functions.

**ABTP 155T (0.5) Integrated Software for Business**

An examination of the transfer of data files and formats from one software system to another. Appropriate software applications for a business office are examined through an integrated project.

**ABTP 156T (0.8) Electronic Information Management**

An introduction to the electronic office including hands-on training in the use of email for online communications, calendar for managing important dates and appointments, and contacts for the creation and maintenance of an address database.

**ABTP 160T (1.5) Legal Office Procedures**

An introduction to the legal profession and its role in society; legal office procedures; precedent materials; and legal documentation, such as correspondence, reports, accounts and legal instruments.

**ABTP 161T (3) Civil Litigation**

A hands-on study of the steps involved in civil litigation proceedings from the commencement of court actions to judgment in accordance with the Rules of Court and relevant legislation.

**ABTP 162T (1.5) Family Law and Divorce**

An applied study of matrimonial procedures, including the marriage relationship and termination, and divorce actions from commencement to the certificate of divorce in accordance with the Rules of Court and relevant legislation.

**ABTP 163T (1.5) Wills and Estates**

A hands-on analysis of the preparation and execution of testamentary documents and the basic procedures for probating or administering estates in accordance with the Rules of Court and relevant legislation.

**ABTP 164T (2.5) Conveyancing**

Practical experience handling real property transactions from the contract of purchase and sale to closing in accordance with the relevant legislation.

**ABTP 165T (1.5) Corporate Procedures**

An opportunity to experience handling non-reporting company incorporations, annual filings, share transfers, change of name, change of offices, and record book maintenance in accordance with the relevant legislation.

**ABTP 166T (0.5) Legal Microcomputer Applications**

Hands-on experience using microcomputers for word processing all forms of legal documentation, utilizing merges, macros, fill-in forms, templates, and precedent files; electronic diaries; and file management and security.

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**ABTP 167T (1) Legal Office Practicum**

Placement with a legal office for a two-week period to gain practical experience applying newly acquired legal secretarial skills. Note: Placements are subject to the availability of work experience positions in the legal community. Students' grades and attendance will be considered in determining eligibility for the available positions. If suitable placements are unavailable, students may earn alternate credit by completing ABTP 181T instead.

**ABTP 171T (1.5) Advanced Word Processing I**

A study of operation skills and applications on computers using Windows-based word processing software. Includes styles, merge, macros, templates, math, tables, charts, multi-column text, sort, Wizards, WordArt and graphics. Students produce publications such as flyers, research papers, proposals, newsletters and business correspondence.

**ABTP 173T (1.5) Desktop Publishing**

A study of desktop publishing functions; elements of page design and organizational tools; and the planning, design, and production process. Includes applications on computers, using word processing and publishing software. Students will produce publications such as letterheads, flyers, brochures, business forms, and newsletters.

**ABTP 174T (1) Advanced Word Processing II**

A study of operational skills and applications on computers using Windows-based word processing software. Includes complex word processing tasks such as advanced merge, collaborating on documents, working on longer documents, outlines, tables of contents and indexes, bookmarks, hyperlinks, using draw tools, and creating web pages.

**ABTP 175T (1) Presentation Software**

Covers text handling, outlining, drawing, graphing, and clip art to create high-quality, effective presentations using presentation software such as PowerPoint. (

**ABTP 180T (1) Level I Project**

Topics for independent projects will be set by the department each term.

**ABTP 181T (1) Level II Project**

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.

**ABTP 185T (1) Office Practicum**

Two-week placement in a non-legal office to gain practical experience applying newly acquired office skills. Placements subject to availability of suitable work experience positions. Student's grades and attendance considered in determining eligibility for available positions. If suitable positions are unavailable, students may earn alternate credit by completing ABTP 187T instead.

**ABTP 186T (1) Office Simulation I**

An office simulation 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.

**ABTP 187T (1) Office Simulation II**

An office simulation 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.