

Vancouver Island University

Applied Business Technology

Course List – Fall 2011

LEVEL II – Administrative Assistant Specialty (5-Month)

- 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 173T Desktop Publishing (1.5)
- ABTP 174T Advanced Word Processing II (1)
- 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.

Administrative Assistant Specialty (10-Months)

- ABTP 115T Administrative Procedures (1.5)
- ABTP 120T Business Math and Calculators (1.5)
- ABTP 130T Business English (3)
- ABTP 135T Employment Strategies (1.5)
- ABTP 136T Human Relations and Office Procedures (3)
- ABTP 138T Business Communications (3)
- ABTP 146T Office Computer Applications I (3)
- ABTP 147T Office Computer Applications II (3)
- ABTP 148T Office Computer Applications III (3)
- ABTP 149T Office Computer Applications IV (3)
- ABTP 181T Level II Project (1.5)
- ABTP 185T Office Practicum (1.5)
- ABTP 187T Administrative Integrated Project (3)

Total 30 Credit / 900 Hours

Note: Students complete either ABTP 185T or 187T

Accounting Assistant Specialty (10-Months)

- ABTP 120T Business Math and Calculators (1.5)
- ABTP 121T Accounting I (1.5)
- ABTP 122T Accounting II(3)
- ABTP 123T Computerized Accounting (3)
- ABTP 130T Business English (3)
- ABTP 135T Employment Strategies (1.5)
- ABTP 136T Human Relations and Office Procedures (3)
- ABTP 146T Office Computer Applications I (3)
- ABTP 147T Office Computer Applications II (3)
- ABTP 148T Office Computer Applications III (3)
- ABTP 181T Level II Project (1.5)
- ABTP 185T Office Practicum (1.5)
- ABTP 186T Accounting Integrated Project (3)

Total 30 Credit / 900 Hours

Note: Students complete either ABTP 185T or 181T

Legal Administrative Assistant Specialty (10-Months)

- ABTP 120T Business Math and Calculators (1.5)
- ABTP 130T Business English (3)
- ABTP 135T Employment Strategies (1.5)
- ABTP 136T Human Relations and Office Procedures (3)
- ABTP 146T Office Computer Applications I(3)
- ABTP 160T Legal Office Procedures (1.5)
- ABTP 161T Civil Litigation (3)
- ABTP 162T Family & Divorce (3)
- ABTP 163T Will & Estates (1.5)
- ABTP 164T Conveyancing (3)
- ABTP 165T Corporate Law (1.5)
- ABTP 167T Legal Office Practicum (1.5)
- ABTP 181T Level II Project (1.5)
- ABTP 188T Legal Integrated Project (3)

Total 30 Credit / 900 Hours

Note: Students compete either ABTP 167T or 188T