

## Trades & Applied Technology Programs

# Applied Business Technology - Online

**Certificate Program continuous intake (full- or part-time)**

**Fee Category: I**

**Note:** The Online program takes a minimum of 3 terms (15 months) to complete.

- Accounting Assistant Specialty
- Administrative Assistant Specialty
- Legal Administrative Assistant
- Medical Office Assistant

## The Program

This program is available online for those who are unable to attend day classes or who prefer to study at home. The program is designed to help students acquire the knowledge and skills for entry-level office positions, upgrade existing technology skills, attain goals of entering the workplace, and earn a certificate. Program highlights include:

- Flexible, personalized scheduling
- Continuous intake September to June
- Full- or part-time studies
- Provincially recognized curriculum with online learner support
- A free, "try-it-out" prerequisite course to see if online learning is for you

**Note 1:** To receive a Vancouver Island University certificate, students must successfully complete a minimum of 30% of courses offered through Vancouver Island University and maintain a min. "C" grade average in both Levels I and II of the program.

**Note 2:** The ABT online courses are part of the *BC Campus* initiative, a system-wide project for the development of online courses and programs in British Columbia. It involves multiple post-secondary institutions in a collaborative effort to share curricula, support services and administrative services.

**Note 3:** It is recommended that students take 18 to 24 months to complete the online program.

**Note 4:** To enter online programs, students must have a working knowledge of current Windows software, the Internet, and e-mail.

**Note 5:** Students must have computer and Internet access, as well as the appropriate computer systems requirements and the correct software versions required in each course. Contact [abtonline@viu.ca](mailto:abtonline@viu.ca) or [www.bccampus.ca](http://www.bccampus.ca) for details.

## Employment Opportunities

This program prepares graduates for work in private industries, government offices, accounting

departments of both large and small businesses, and office support positions in a wide variety of firms.

## Admission Requirements

- Grade 12 or equivalent, or mature student status.
- Min. "C" in English 12, or equivalent.
- Min. "C" in Math 10, or equivalent.

### ***Notes on Admission***

- Applicants without English 12 and Math 10 will be considered for admission if they successfully complete reading comprehension, sentence skills, and arithmetic assessment. Phone 250-740-6149 to book an assessment.
- It is recommended that students have some computer knowledge, including the ability to access the Internet, load software programs, send email attachments, etc.
- Students who can achieve a touch keyboarding speed of 25 net words per minute on a five-minute timing with five or fewer errors may be exempted from taking ABTO 101T. Phone 250-740-6149 to book a keyboarding assessment.
- Students with previous experience may be exempt from some components of the program after Prior Learning Assessment. For information on PLA, please contact the Advising Centre 250-740-6410, or the ABT program 250-740-6149.
- This is a demanding program, and applicants with the minimum admission requirements may experience difficulties in completing the program.
- Each online course is instructor-led. Students are expected to meet deadlines for course assignments and to actively participate in their courses with their instructor and fellow students.

## Start Date and Application Deadline

For start and end dates of online courses, check [www.bccampus.ca](http://www.bccampus.ca), or e-mail [abtonline@viu.ca](mailto:abtonline@viu.ca). Students may apply between September and June.

## Special Expenses

Approximate costs for textbooks and supplies can be found here.

*Note: All fees and costs are subject to change without prior notice.*

## Accounting Assistant Specialty

### Program Outline

**Note:** Keyboarding speed of 35 nwpm is required for entry into Level II and an exit keyboarding speed of 45 nwpm is required for graduation.

<b>Level I Courses</b>	<b>Credits</b>
ABTO 100T (Online Learner Success)	0.0
ABTO 101T (Keyboarding I)	1.5
ABTO 102T (Keyboarding II)	1.0
ABTO 104T (Records Management)	1.0
ABTO 106T (Administrative Procedures)	1.5
ABTO 108T (Business Math and Calculators)	1.5
ABTO 110T (Business English)	3.0
ABTO 112T (Human Relations)	1.0
ABTO 114T (Word Processing I)	1.5
ABTO 118T (Computers and Internet)	1.5
ABTO 122T (Spreadsheets I)	1.5
<b>Total Credits</b>	<b>15</b>

<b>Level II Courses</b>	<b>Credits</b>
ABTO 124T (Spreadsheets II)	1.5
ABTO 126T (Job Search)	1.0
ABTO 132T (Accounting I)	2.0
ABTO 134T (Accounting II)	3.0
ABTO 138T (Computer Accounting)	2.5
ABTO 140T (Presentation Software)	1.0
ABTO 144T (Database)	1.5
ABTO 146T (Outlook)	1.0
ABTO 160T (Integrated Projects - Accounting)	1.5
<b>Total Credits</b>	<b>15</b>

## **Legal Administrative Assistant Specialty**

### **Program Outline**

**Note:** A Keyboarding speed of 45 nwpm is required for entry into Level II and an exit keyboarding speed of 50 nwpm is required for graduation.

<b>Level I Courses</b>	<b>Credits</b>
ABTO 100T (Online Learner Success)	0.0
ABTO 101T (Keyboarding I)	1.5
ABTO 102T (Keyboarding II)	1.0
ABTO 104T (Records Management)	1.0
ABTO 108T (Business Math and Calculators)	1.5
ABTO 110T (Business English)	3.0
ABTO 114T (Word Processing I)	1.5
ABTO 116T (Word Processing II)	1.5
ABTO 118T (Computers & Internet)	1.5
ABTO 170T (Intro to Canadian Legal System)	1.0
ABTO 171T (Legal Office Procedures)	1.5
<b>Total Credits</b>	<b>15</b>

<b>Level II Courses</b>	<b>Credits</b>
ABTO 126T (Job Search)	1.0
ABTO 166T (Transcription) <i>optional</i>	1.0
ABTO 172T (Litigation Procedures I)	2.0
ABTO 173T (Litigation Procedures II)	2.0
ABTO 174T (Family Litigation Procedures)	2.0
ABTO 175T (Wills & Estates)	2.0
ABTO 176T (Conveyancing Procedures I)	2.0
ABTO 177T (Conveyancing Procedures II)	2.0
ABTO 178T (Corporate Procedures I )	2.0
ABTO 179T (Corporate Procedures II ) <i>optional</i>	1.0
ABTO 180T (Personal Injury) <i>optional</i>	2.0
<b>Total Credits</b>	<b>15-19</b>

## **Administrative Assistant Specialty**

### **Program Outline**

**Note:** A Keyboarding speed of 40 nwpm is required for entry into Level II and an exit keyboarding speed of 50 nwpm is required for graduation

<b>Level I Courses</b>	<b>Credits</b>
ABTO 100T (Online Learner Success)	0.0
ABTO 101T (Keyboarding I)	1.5
ABTO 102T (Keyboarding II)	1.0
ABTO 104T (Records Management)	1.0
ABTO 106T (Administrative Procedures)	1.5
ABTO 108T (Business Math and Calculators)	1.5
ABTO 110T (Business English)	3.0
ABTO 112T (Human Relations)	1.0
ABTO 114T (Word Processing I)	1.5
ABTO 118T (Computers and Internet)	1.5
ABTO 122T (Spreadsheets I)	1.5
<b>Total Credits</b>	<b>15</b>

<b>Level II Courses</b>	<b>Credits</b>
ABTO 116T (Word Processing II)	1.5
ABTO 124T ( Spreadsheets II)	1.5
ABTO 126T (Job Search)	1.0
ABTO 128T (Business Communications)	2.0
ABTO 140T (Presentation Software)	1.0
ABTO 144T (Database)	1.5
ABTO 146T (Outlook)	1.0
ABTO 148T (Desktop Publishing)	1.5
ABTO 162T (Integrated Projects - Administrative)	1.5
Select <i>two</i> courses from the following electives:	
ABTO 132T (Accounting I)	2.0
ABTO 166T (Transcription)	1.0
ABTO 168T (Web Site Design and Maintenance)	1.5
<b>Total Credits</b>	<b>15 to 16</b>

## **Medical Office Assistant**

**Note:** An exit keyboarding speed of 45 nwpm is required for graduation

## **Program Outline**

<b>Level I Courses</b>	<b>Credits</b>
ABTO 100T (Online Learner Success)	0.0
ABTO 101T (Keyboarding I)	1.5
ABTO 102T (Keyboarding II)	1.0
ABTO 104T (Records Management)	1.0
ABTO 106T (Administrative Procedures)	1.5
ABTO 108T (Business Math and Calculators)	1.5
ABTO 110T (Business English)	3.0
ABTO 112T (Human Relations)	1.0
ABTO 114T (Word Processing I)	1.5
ABTO 116T (Word Processing II)	1.5
ABTO 118T (Computers and Internet)	1.5
<b>Total Credits</b>	<b>15</b>

<b>Level II Courses</b>	<b>Credits</b>
ABTO 190T (Medical Administrative Procedures)	2.0
ABTO 191T (Medical Terminology I)	1.5
ABTO 192T (Medical Terminology II and Related Anatomy & Physiology)	3.0
ABTO 193T (Medical Terminology III) -- <i>anticipated Fall 2009</i>	1.0
ABTO 194T (Medical Transcription)	2.0
ABTO 195T (Clinical Procedures) -- <i>anticipated Fall 2009</i>	1.0
ABTO 196T (Clinical Practical) -- <i>anticipated Fall 2009</i>	1.0
ABTO 197T (Manual Medical Billing) -- <i>anticipated Fall 2009</i>	1.0
ABTO 198T (Medical Billing Computerized) -- <i>anticipated Fall 2009</i>	1.0
Select <i>two</i> courses from the following electives:	
ABTO 126T (Job Search)	1.0
ABTO 146T (Outlook)	1.0
ABTO 166T (Transcription)	1.0
<b>Total Credits</b>	<b>15.5</b>

April 21, 2009