

## Business & Management Programs

# Applied Business Technology

### In-Class Program

#### Fee Category: VII

#### Level I

- Office Assistant (5-month Certificate Program)

#### Level II

- Accounting Assistant (10-month Certificate Program)
- Administrative Assistant (10-month Certificate Program)
- Legal Administrative Assistant (10-month Certificate Program)

### Online Program

- Applied Business Technology Programs offered Online

## The Program

This program provides thorough, in-depth training in the skills required by today's office workers in order to be competitive in the job market. Current computer software applications are stressed, as well as the traditional skills and knowledge of business English, business calculations, office procedures, customer relations, and strong keyboarding skills.

The program consists of two levels. Level I provides strong essential skills, and Level II consists of a variety of specialties to support personal career objectives. These specialties include Accounting/Computing Assistant, Administrative Assistant, and Legal Administrative Assistant. Students can expect to spend one or two hours per day on homework. A two-week work placement practicum is available at the end of the program for eligible students. To receive the certificate, students must pass all courses and maintain a min. "C" grade average in both Levels I and II of the program. Good attendance is mandatory.

***Free information sessions are usually held in January and in May. Check with the Advising Centre for more details, 250-740-6410, or visit [viu.ca/infosessions](http://viu.ca/infosessions).***

## Admission Requirements

- General admission requirements apply.
- Min. "C" in English 12, and min. "C" in Math 10, or equivalent.

**Note:** Students who do not meet the English 12 "C" grade and Math 10 "C" grade prerequisites for this program can write an assessment test.

**Apply for Admission online or Print Application Form**

***Notes on Admission***

- Certified touch-typing speed of min. 25 net words per minute based on a 5-minute timing with 5 or fewer errors is recommended.\*
- Applicants without English 12 and Math 10 will be considered for admission if they successfully complete reading comprehension, sentence skills, and arithmetic assessment. Call 250-740-6149 to book an assessment.
- Students with previous work experience, or with current training, may be able to enter at the second level after Prior Learning Assessment (PLA). Contact the Advising Centre 250-740-6410 for information on PLA.
- This is a demanding program, and applicants with the minimum admission requirements may experience difficulties in completing the program.
- Some computer experience is recommended.

*\* Please call 250-740-6149 to book a keyboarding assessment. Students who have successfully completed ABTO 101T recently or who submit a recent college-verified keyboarding timing of 25 nwpm, as above, will have met the keyboarding requirement.*

## Start Date and Application Deadline

- The Accounting Assistant and the Administrative Assistant programs start twice a year, in September and February.
- The 10-month Legal Administrative Assistant program starts once a year, in September.
- Check with Registration for exact dates; applications are accepted at any time.

## Special Expenses

Approximate costs including textbooks and supplies can be found here.

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

## Office Assistant

### 5-Month Program: September or February terms

This level, offered in Nanaimo as well as at the Cowichan Campus, consists of 10 core courses that provide preparation for the specialties offered in Level II. Completion of this level would also assist in preparing for an entry-level office position such as receptionist, clerk, or junior assistant.

Required Courses (level 1)	Credits
ABTP 104T (Keyboarding I)	0.5
ABTP 105T (Keyboarding II)	1.5
ABTP 110T (Office Procedures)	1.5
ABTP 120T (Business Math and 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 (Intro to Microcomputers)	1.5
ABTP 180T (Level I Project)	1
<b>Total Credits</b>	<b>15</b>

## Requirements for Continuation

A student who receives an "F" grade twice in the same course may not register again in that course for one year.

## Selection Policy for Level II Specialties

Where there are more applicants to Level II of a specialty than there are seats, selection will be based on grades of the previous semester and attendance. Qualified full-time students are given priority over part-time students.

## Accounting Assistant

### 10-Month Program: September or February terms

This specialty is invaluable for a person who aims to work in a business where both bookkeeping and a variety of related skills are required. Students gain valuable skills in bookkeeping theory and popular business software applications.

Graduates have found 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.

<b>Required Courses (level I)</b>	<b>Credits</b>
ABTP 104T (Keyboarding I)	0.5
ABTP 105T (Keyboarding II)	1.5
ABTP 110T (Office Procedures)	1.5
ABTP 120T (Business Math and 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 (Intro to Microcomputers)	1.5
ABTP 180T (Level I Project)	1
<b>Total Credits</b>	<b>15</b>

<b>Required Courses (level II)</b>	<b>Credits</b>
ABTP 106T (Keyboarding III)	0.5
ABTP 122T (Accounting)	5
ABTP 123T (Computerized 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), <i>or</i> ABTP 186T (Office Simulation I)	1
<b>Total Credits</b>	<b>15</b>

## **Administrative Assistant Specialty**

### **10-Month Program: September or February terms**

This specialty is designed to provide students with technical, administrative, and human relations skills required in today's office environments. Students gain in-depth training in administrative and interpersonal skills, as well as in the use of microcomputers and popular software applications, including the Microsoft Professional Office Suite and the Windows environment. Students learn to use the microcomputer to solve problems, manage information, and enhance document production.

Graduates of this program will acquire a broad range of marketable skills, which makes them ideally suited for many office positions. Graduates are employed in a wide variety of private and public sector firms, including federal, provincial, and municipal government offices; major corporations; desktop publishing firms, and many other mid-sized and small companies.

<b>Required Courses (level I)</b>	<b>Credits</b>
ABTP 104T (Keyboarding I)	0.5
ABTP 105T (Keyboarding II)	1.5
ABTP 110T (Office Procedures)	1.5
ABTP 120T (Business Math and 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 (Intro to Microcomputers)	1.5
ABTP 180T (Level I Project)	1
<b>Total Credits</b>	<b>15</b>

Required Courses (level II)	Credits
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), <i>or</i> ABTP 187T (Office Simulation II)	1
<b>Total Credits</b>	<b>15</b>

## Legal Administrative Assistant Specialty

### 10-Month Program: February term only

**Note:** It is recommended that students start Level I in September to transition into Level II by February.

This specialty is designed to provide students with the fundamental skills and knowledge required to join a firm's legal support staff at the junior level.

Graduates of this program have gained employment in private law firms; Crown prosecutor's offices; federal, provincial, and municipal government offices; real estate companies; offices of notaries public; insurance offices, and major corporations.

Required Courses (level I)	Credits
ABTP 104T (Keyboarding I)	0.5
ABTP 105T (Keyboarding II)	1.5
ABTP 110T (Office Procedures)	1.5
ABTP 120T (Business Math and 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 (Intro to Microcomputers)	1.5
ABTP 180T (Level I Project)	1
<b>Total Credits</b>	<b>15</b>

<b>Required Courses (level II)</b>	<b>Credits</b>
ABTP 106T (Keyboarding III)	0.5
ABTP 135T (Employment Strategies)	0.75
ABTP 156T (Information Management)	0.75
ABTP 160T (Legal Office Procedures)	1.5
ABTP 161T (Civil Litigation)	3
ABTP 162T (Family Law and Divorce)	1.5
ABTP 163T (Wills and Estates)	1.5
ABTP 164T (Conveyancing)	2.5
ABTP 165T (Corporate Procedures)	1.5
ABTP 166T (Legal Microcomputer Applications)	0.5
ABTP 167T (Legal Office Practicum), <i>or</i> ABTP 181T (Level II Project)	1
<b>Total Credits</b>	<b>15</b>